DOCUMENT RESUME

ED 125 323 HE 007 165

TITLE	Marquette University Faculty Handbook.
INSTITUTION	Marquette Univ., Milwaukee, Wis.
PUB DATE	75
NOTE	83p.
EDRS PRICE	MF-$0.83 HC-$4.67 Plus Postage.
DESCRIPTORS	Administrative Organization; *Administrative Policy; Ancillary Services; *Church Related Colleges; College Environment; *College Faculty; *Educational Objectives; Faculty Promotion; Governance; Grievance Procedures; *Higher Education; Job Tenure; *Personnel Policy; Private Colleges
IDENTIFIERS	*Faculty Handbooks; Marquette University

ABSTRACT

The 1975 handbook is organized into five major sections: university objectives and organization; academic organization; faculty status, benefits, and responsibilities; general university facilities and services; and Milwaukee community services and opportunities. Academic organization focuses on the Office of Academic Affairs, Academic Senate and standing committees, and the Committee on Faculty. Cultural opportunities in the community are reviewed briefly. (LBH)

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MARQUETTE UNIVERSITY

FACULTY HANDBOOK

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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HE 007 165

Marquette University

FACULTY HANDBOOK

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GENERAL OBJECTIVES OF THE UNIVERSITY

Marquette is an independent urban university conducted under Jesuit auspices. It takes its name from Pere Jacques Marquette, the renowned Jesuit missionary and explorer, who devoted his life to the good of man and the glory of God. The University which bears his name strives to perpetuate his ideals and his dedication in the special manner befitting an institution of higher learning by rigorously pursuing new knowledge and achieving understanding, while simultaneously preserving and communicating what is already known.

While Marquette shares with all genuine universities a commitment to total truth, it derives its distinctiveness from its Christian and Catholic foundations and its academic concentrations. Because it is a university, Marquette is unreservedly committed to open and free inquiry. It has built and continues to develop a faculty of scholarly teachers and researchers of differing religious convictions, demanding of them only that in their efforts they conform to the highest standards of academic achievement. Because it is a Christian university, it dedicates much of its energies to exploring the reaches of theology, probing the depths of philosophy, and searching for the interactions of ethical values with all facets of human endeavor.

December 1, 1970

ORGANIZATION OF THE UNIVERSITY AND FACULTY PARTICIPATION IN UNIVERSITY GOVERNANCE

I. Organization of the University

Marquette University is governed as an independent private corporate entity of the State of Wisconsin, conducted under the auspices, and consonant with the educational principles, of the Society of Jesus.

The governing board of the University consists of twenty-nine elected Trustees, of whom eight must be members of the Society of Jesus, including the President and the Corporate Vice President of the University.

The by-laws of the corporation provide for the following University officers in addition to the Chairman and Vice Chairman of the Board: President, Corporate Vice President, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer. The by-laws also provide for an Executive Committee of the Board of Trustees, composed of the Chairman and Vice Chairman of the Board, the President, the Corporate Vice President, and at least four other members of the Board.

The standing orders for the Board provide for six standing subcommittees: Finance, Grounds and Buildings, Educational Policy, Student Affairs, Development and University Relations, and Nominating.

Full legal jurisdiction in all that pertains to the University is vested in the Board of Trustees. With the usual powers and functions belonging to such bodies, the Board of Trustees is a self-perpetuating body which possesses all financial and academic authority.

Under the Trustees the President of the University is the chief executive officer. The Executive Vice President of the University is a staff officer with responsibilities directly to the President. Reporting directly to the Executive Vice President are the Vice President for Academic Affairs, the Vice President for Business and Finance, the Vice President for University Relations, the Vice President for Student Affairs and the Director of Development. The Director of Campus Ministry reports directly to the Office of the President.

Reporting directly to the Vice President for Academic Affairs are the Associate Academic Vice President for Health Sciences, the Assistant Vice President for Academic Affairs, the Deans and Directors of the various colleges, schools and programs, the Director of Continuing Education and Summer Sessions, the Director of Libraries, the Registrar, the Director of Admissions, the Director of University Placement and

Advanced Studies, the Director of Instructional Media Services, the Director of Research Support and the Director of the Educational Opportunity Program.

Reporting directly to the Vice President for Student Affairs are the Associate Dean of Students, the Dean of Residence Life, the Director of Student Activities--Brooks Memorial Union, the Director of Student Health Services, the Director of the Counseling Center, the International Student Advisor, the Director of the Multi-cultural Center, and the Directors of Chorus, Band, Physical Recreation and Athletics.

Reporting Directly to the Vice President for Business and Finance are the Associate Vice President for Business and Finance, the Director of Finance, the Comptroller, the Director of Campus Planning and Construction, and the Director of the Physical Plant.

Reporting directly to the Vice President for University Relations are the Director of Public Relations and the Director of Alumni Relations.

The Director of the Honors Program reports to the Dean of the College of Liberal Arts, although the program services several colleges.

II. Faculty Participation in Academic Governance

Academic Senate

1. Membership on the Academic Senate shall consist of the following: the Vice President for Academic Affairs; the Associate Vice President for Academic Affairs, who will have no vote except as indicated below; the Dean of the Graduate School; the Dean of the College of Liberal Arts; four out of the group of ten which includes the Dean of the College of Business Administration, the Dean of the School of Dentistry, the Dean of the School of Education, the Dean of the College of Engineering, the Dean of the College of Journalism, the Dean of the Law School, the Dean of the College of Nursing, the Dean of the College of Speech, the Director of Continuing Education and Summer Sessions, and the Vice President for Student Affairs; one from the group of three which includes the Director of Libraries, the Director of Admissions and the Registrar; twelve elected faculty; and two elected students.

The four Senate members who are to be chosen from the group of ten including eight collegiate deans, the Director of Continuing Education and Summer Sessions, and the Vice President for Student Affairs will be elected from this group for a one-year term.

The one Senate member who is to be chosen from the group of three including the Director of Libraries, the Director of Admissions, and the Registrar will be elected from this group by the members of this group for a one-year term.

Each college and school, with the exception of the College of Liberal Arts, is to have one representative from its full-time Regular Faculty elected by its faculty to the Senate. The College of Liberal Arts is to have three of its full-time Regular Faculty elected to the Senate. There are to be two full-time Regular Faculty elected at large. The faculty of each college and school shall organize and supervise the election of its representative, and the Committee on Faculty shall organize and supervise the first at-large election. The extent of the electorate within a college or school shall be determined by the full-time Regular Faculty within that college or school. The electorate for the at-large election shall consist of all full-time members of the Regular Faculty. Terms of office on the Senate for elected faculty members are to be three years. All full-time Professors, Associate Professors, and Assistant Professors, and those full-time Instructors with at least two and one half years of continuous service at Marquette University are eligible for election to the Senate. The two student members, to be drawn from the full-time undergraduate, professional, and graduate student body, shall serve one-year terms. Any student meeting the normal University standards of eligibility may be elected. The extent of the electorate will be determined by the Associated Students of Marquette University, who shall organize and supervise the election.

2. The Vice President for Academic Affairs shall be Chairman of the Academic Senate. He shall call meetings as needed and at least once per month during the academic year, and shall be responsible for the agenda of such meetings. The Associate Vice President for Academic Affairs shall be Vice Chairman of the Academic Senate, and shall act as Chairman in the absence of the Vice President for Academic Affairs. The Associate Vice President for Academic Affairs will have the right to vote only during such time as he chairs the Senate.

3. The Academic Senate shall be a deliberative body with responsibilities for academic policy formulation of an all-University character and for the review and evaluation of academic programs and academic planning. Its conclusions on academic policy, academic planning and program evaluation will represent the official collective stance of the area of Academic Affairs, and they will be reported as such by the Vice President for Academic Affairs to the appropriate higher authorities. Recommendations of the Academic Senate shall be subject to the approval of the President and Trustees.

Upon request of the President, the Academic Senate shall evaluate all new appointments to major administrative positions in the Academic Area and advise on all such new appointments.

The responsibilities for executive decisions and actions within the area of Academic Affairs belong to the Vice President for Academic Affairs.

December 1, 1970

4. The following University boards and committees shall relate to the Academic Senate, via its Chairman, as standing sub-committees of the Senate and advisory to it: The Board of Undergraduate Studies; the Board of Graduate Studies; the Library Board; the Academic Area Budget Committee; the Financial Aids Committee; the Committee on Faculty Promotion and Tenure; the Committee on Committees and Elections; and the Committee on Students.

The Senate shall create other standing committees and ad hoc committees as needed.

The University Statutes for the Academic Senate can be found in this Faculty Handbook in Section II-B.

III. Committee on Faculty

In 1961 the President of Marquette University appointed a Committee on Faculty which included both members of the faculty and the administration. Through the years, this committee became more and more representative of the faculty.

The Committee on Faculty is advisory to the Academic Vice President on matters of significant import to the faculty of the University. The by-laws of the Committee on Faculty can be found in this Faculty Handbook in Section II-C.

IV. Academic Boards and Committees

A. University Board of Undergraduate and Professional Studies

The University Board of Undergraduate and Professional Studies, a standing sub-committee of the Academic Senate, comprises the deans of the undergraduate colleges, the Assistant Vice President for Academic Affairs, who shall serve as Chairman, and such others as the President may appoint on recommendation of the Vice President for Academic Affairs. The Administrative Assistant to the Vice President, while not a voting member, attends all meetings and assists in the work of the Board.

This Board has authority over undergraduate educational affairs which affect more than one college or school, and it serves as a forum for the discussion of development, coordination, integration, and improvement of all undergraduate and professional education. Specific responsibilities of the Board include the formulation of policy on all matters directly pertaining to undergraduate and professional education, regular review of established policies and appraisal of the quality of

undergraduate education, recommendations to appropriate committees for desirable changes or development, and long-range academic planning at the undergraduate level. The agenda for the Board is prepared by its Chairman. Actions of the Board are forwarded to the Vice President for Academic Affairs who forwards them to the Academic Senate.

B. University Board of Graduate Studies

The University Board of Graduate Studies, a standing sub-committee of the Academic Senate, is representative of the graduate faculty throughout the University and is chaired by the Dean of the Graduate School. It has primary responsibility for deliberation on and development of University-wide graduate school policies, which policies constitute the over-arching framework for the specific graduate programs in Departments and in interdisciplinary units.

The University Board of Graduate Studies also has responsibility for assessment of new graduate program proposals, and it makes recommendations regarding such proposals to the Office of Academic Affairs. Additionally, the University Board of Graduate Studies serves as an academic appeal body in cases involving graduate programs.

C. University Library Board

The University Library Board, a standing sub-committee of the Academic Senate, is responsible for formulating policies covering library service, holdings and acquisitions, inter-library cooperation, integration of library staffs, library support and allocation of funds, and the continued developing and strengthening of the University's library facilities.

D. Committee on University Honors

The personnel of this Committee, appointed by the President, are representative of both the University and the civic community, and terms of members will be rotated to ensure representation of the various segments of the University. The Committee will serve as an advisory body to the Present for recipients of honorary degrees. Additionally, the Committee will review, in terms of established criteria, and forward to the President recommendations for other non-student collegiate or university honors such as the Pere Marquette Discovery Awards, the various collegiate awards, the alumni awards, and others.

E. University Committee on the Fine Arts

The Marquette University Committee on the Fine Arts,

which is appointed by the President, sponsors both major and minor art exhibitions on the campus and cooperates with students in the presentation of the Annual Student Fine Arts Festival each winter. It negotiates many of the art gifts to the University and in the last dozen years has succeeded in building up a well-rounded collection which approaches nearly a million dollars in value. Much of this collection is installed in the Memorial Library in the midst of students. The Committee is also curator of the Marquette Room, Memorial Library, where other valuable art objects are permanently displayed.

F. Committee on Research

The Committee on Research consists of faculty from diverse areas of the University, and its charge is to stimulate and support the scholarly activities of the Marquette University faculty. Members of the committee are appointed by the Academic Vice President; the Dean of the Graduate School is ex officio chairman. The Director of Research Support serves as resource person to the committee. The Committee on Research administers the Summer Faculty Fellowship Program, the Regular Research Grant Program, and also is responsible for the allocation of graduate research assistants to the various departments.

G. University Committee on Student Life

The University Committee on Student Life is responsible for formulating policies for all co-curricular areas of student life, to plan long-range student personnel policy for the University, to increase the coordination of the specific student personnel services, and to implement the recommendations of specific services. The personnel of the Committee is representative of the total University community and is composed of administrators, faculty and students.

H. Committee on Students

The Committee on Students is a standing sub-committee of the Academic Senate. Responsibilities of this Committee include the following:

a. The formulation of policies and regulations governing academic eligibility for major student activities.

b. Deliberation, with an eye to recommendations to the Academic Senate, on whatever questions of special

concern to students are directed to the Committee by the Senate or by the Academic Vice President.

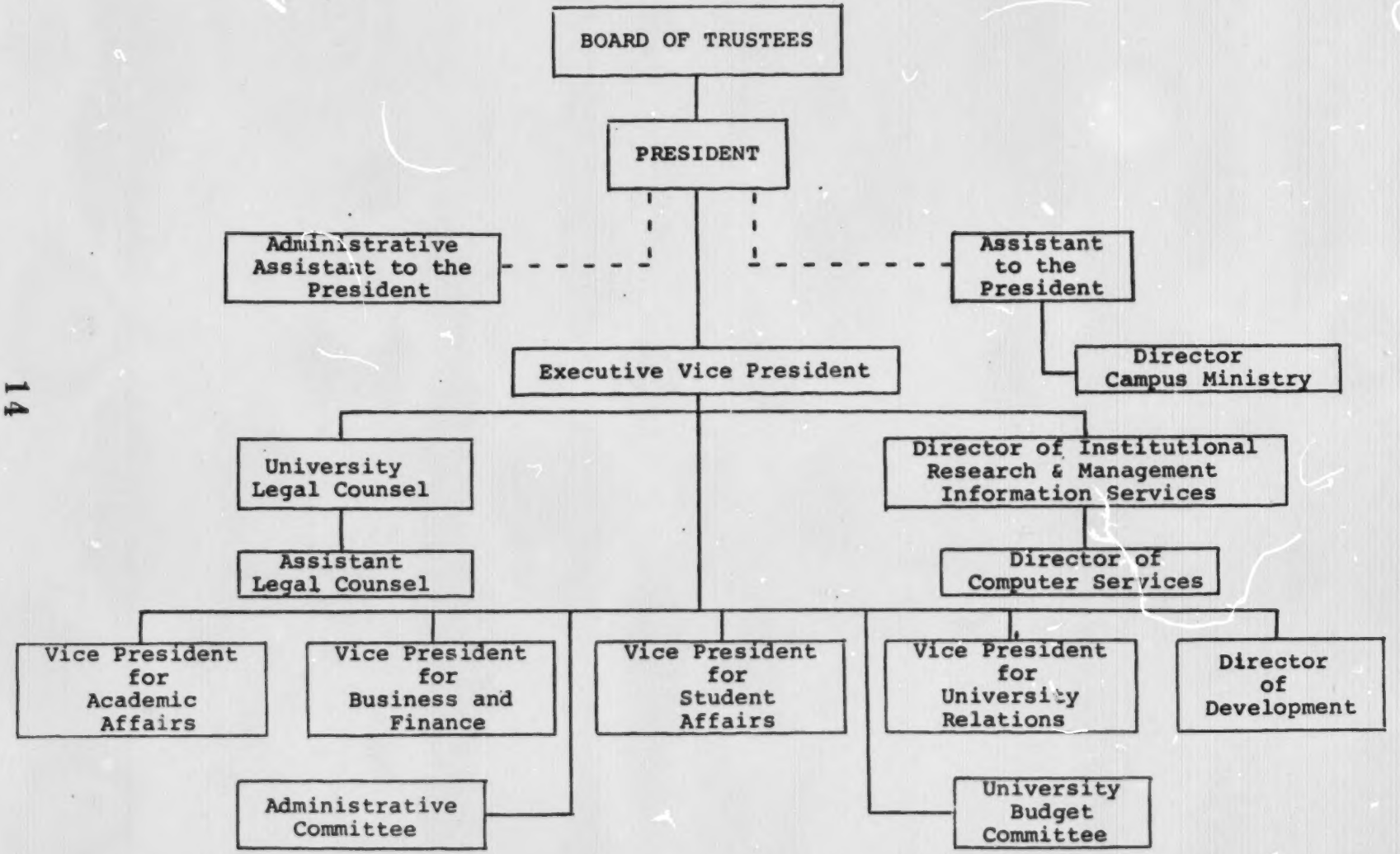
Membership on this Committee consists of seven members to be appointed by the Academic Vice President, after consultation with the Vice President for Student Affairs and with the consent of the Academic Senate. Four of these members are from the faculty or administration, with at least two of these from the faculty. Three members are students, selected in consultation with the Student Senate. Faculty members and administrators serve three-year terms; students, one-year terms. The Chairman of the Committee is elected annually by the Committee.

V. Departmental Organization

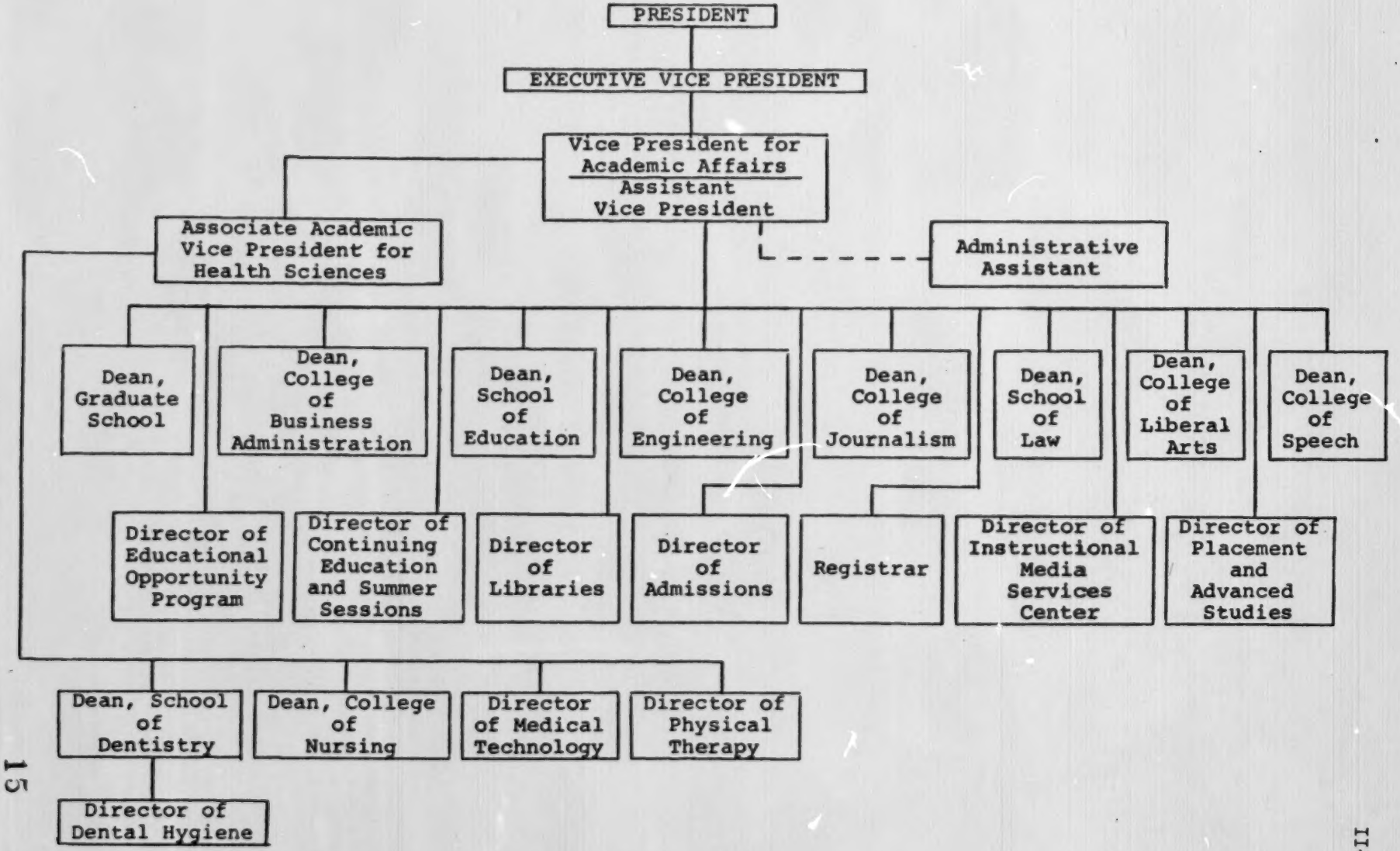
The chairmen of all departments are appointed by the President after recommendation from the Vice President for Academic Affairs and the appropriate academic Dean after deep and effective involvement of the appropriate faculty in the selection process.

Advisory Committees are established within each department as a medium for faculty participation in departmental direction. In some departments the committee in question is strictly an advisory committee, in others it is an executive committee; the choice in either case is left to departmental determination.

BASIC ORGANIZATION



ACADEMIC AFFAIRS AREA


PRESIDENT
EXECUTIVE VICE PRESIDENT
Vice President for Academic Affairs / Assistant Vice President
Associate Academic Vice President for Health Sciences
Administrative Assistant
Dean, Graduate School
Dean, College of Business Administration
Dean, School of Education
Dean, College of Engineering
Dean, College of Journalism
Dean, School of Law
Dean, College of Liberal Arts
Dean, College of Speech
Director of Educational Opportunity Program
Director of Continuing Education and Summer Sessions
Director of Libraries
Director of Admissions
Registrar
Director of Instructional Media Services Center
Director of Placement and Advanced Studies
Dean, School of Dentistry
Dean, College of Nursing
Director of Medical Technology
Director of Physical Therapy
Director of Dental Hygiene

MAJOR BOARDS AND COMMITTEES REPORTING TO THE OFFICE OF ACADEMIC AFFAIRS

Academic Senate

Committee on Faculty

Board of Undergraduate and Professional Studies

Board of Graduate Studies

Board of Health-related Disciplines

University Committee on Faculty Promotion and Tenure

Academic Area Budget Committee

Committee on Research

Faculty Hearing Committee

Financial Aids Committee

Committee on Students

Committee on Committees and Elections

University Committee on Teacher Preparation

Committee on Fine Arts

Committee on University Honors

Central Committee on Investigations Involving Human Subjects

Library Board

March 1975

MARQUETTE UNIVERSITY

Office of the President

Officially Approved

STATUTES FOR THE ACADEMIC SENATE

1. Membership on the Academic Senate shall consist of the following: The Vice President for Academic Affairs; the Associate Vice President for Academic Affairs, who will have no vote except as indicated below; the Dean of the Graduate School; the Dean of the College of Liberal Arts; four out of the group of ten which includes the Dean of the College of Business Administration, the Dean of the School of Dentistry, Dean of the School of Education, the Dean of the College of Engineering, the Dean of the College of Journalism, the Dean of the Law School, the Dean of the College of Nursing, the Dean of the School of Speech, the Director of Continuing Education and Summer Sessions, and the Vice President for Student Affairs; one from the group of three which includes the Director of Libraries, the Director of Admissions, and the Registrar; thirteen elected faculty; and two elected students.

   The four Senate members who are to be chosen from the group of ten including eight collegiate deans, the Director of Continuing Education and Summer Sessions, and the Vice President for Student Affairs will be elected from this group by the members of this group for one-year terms.

   The one Senate member who is to be chosen from the group of three including the Director of Libraries, the Director of Admissions, and the Registrar will be elected from this group by the members of this group for a one-year term.

   Each college and school, with the exception of the College of Liberal Arts, is to have one representative from its full-time Regular Faculty elected by its faculty to the Senate. The College of Liberal Arts is to have three of its full-time Regular Faculty elected to the Senate. There are to be two full-time Regular Faculty elected at-large. The faculty of each college and school shall organize and supervise the election of its representative, and the Committee on Faculty shall organize and supervise the at-large election. The extent of the electorate within a college or school shall be determined by the full-time Regular Faculty within that college or school. The electorate for the at-large election shall consist of all full-time members of the Regular Faculty. Terms of office on the Senate for elected faculty members are to be three years. All full-time Professors, Associate Professors, and Assistant Professors, and those full-time Instructors with at least two and one half years of continuous service at Marquette University are eligible for election to the Senate.

The two student members, to be drawn from the full-time undergraduate, professional, and graduate student body, shall serve one-year terms. Any student meeting the normal University standards of eligibility may be elected. The extent of the electorate will be determined by the Associated Students of Marquette University, who shall organize and supervise the election.

2. The Vice President for Academic Affairs shall be Chairman of the Academic Senate. He shall call meetings as needed and at least once per month during the academic year, and shall be responsible for the agenda of such meetings. The Associate Vice President for Academic Affairs shall be Vice Chairman of the Academic Senate, and shall act as Chairman in the absence of the Vice President for Academic Affairs. The Associate Vice President for Academic Affairs will have the right to vote only during such time as he chairs the Senate.

3. The Academic Senate shall be a deliberative body with responsibilities for academic policy formulation of an all-University character and for the review and evaluation of academic programs and academic planning. Its conclusions on academic policy, academic planning and program evaluation will represent the official collective stance of the area of Academic Affairs, and they will be reported as such by the Vice President for Academic Affairs to the appropriate higher authorities. Recommendations of the Academic Senate shall be subject to the approval of the President and Trustees.

   Upon request of the President, the Academic Senate shall evaluate all new appointments to major administrative positions in the Academic Area and advise on all such new appointments.

   The responsibilities for executive decisions and actions within the area of Academic Affairs belong to the Vice President for Academic Affairs.

4. The following University boards and committees shall relate to the Academic Senate, via its Chairman, as standing subcommittees of the Senate and advisory to it: the Board of Undergraduate Studies; the Board of Graduate Studies; the Library Board; the Academic Area Budget Committee; the Financial Aids Committee; the Committee on Faculty Promotions and Tenure; the Committee on Teacher Preparation; the Committee on Committees and Elections; and the Committee on Students.

   The Senate shall create other standing committees and ad hoc committees as needed.

John P. Raynor, S.J.
President

(Originally promulgated May 22, 1970
and updated March 25, 1975)

MARQUETTE UNIVERSITY

Office of the President

Officially Approved

STATUTES FOR THE COMMITTEE ON COMMITTEES AND ELECTIONS

May 22, 1970

The University expects all faculty to share the responsibilities discharged by its numerous boards and committees of an academic nature. In order to achieve equity in this sharing and excellence in appointments, there is established as a Standing Committee of the Academic Senate the Committee on Committees and Elections.

This Committee's responsibilities include the following:

1. The creation of panels of faculty who may be appointed to non-elective academic boards and committees in the University where appropriate.

2. The planning and supervision of faculty elections to the Academic Senate and the initiation of such other elections as are assigned to it by the Academic Senate or by the Academic Vice President

Membership on this Committee will consist of five persons appointed by the Academic Vice President, with the consent of the Academic Senate. The Committee will involve a majority of faculty; and each member of the Committee will serve for a three year period, with the possibility of reappointment. The Chairman will be elected by the Committee on a yearly basis, with the possibility of reelection.

John P. Raynor, S.J.
President

(5/22/70)

MARQUETTE UNIVERSITY

Office of the President

Officially Approved

STATUTES FOR COMMITTEE ON STUDENTS

May 22, 1970

The Academic Senate, in its normal activities, from time to time deliberates, within the competence and authority which it possesses, on special matters of concern for the students of the University. These special matters do not fall under the ordinary purview of the Board of Undergraduate Studies or the Board of Graduate Studies. In order that its deliberations on these special matters may be as circumspect as possible, there is established as a Standing Committee of the Academic Senate a Committee on Students.

This Committee's responsibilities include the following:

1. The formulation of policies and regulations governing academic eligibility for major student activities.

2. Deliberation, with an eye to recommendations to the Academic Senate, on whatever questions of special concern to students are directed to the Committee by the Senate or by the Academic Vice President.

Membership on this Committee will consist of seven members to be appointed by the Academic Vice President, after consultation with the Dean of Students and with the consent of the Academic Senate. Four of the members are to be from the faculty or the administration, with at least two of these from the faculty. Three are to be students, selected after consultation with the Student Senate. Faculty members and administrators are to serve for three years and students for one, with the possibility for reappointment. The Chairman of the Committee is to be elected by the Committee on a yearly basis, with possibility for re-election.

John P. Raynor, S.J.
President

(5/22/70)

THE COMMITTEE ON FACULTY

BY-LAWS

(as amended, February 6, 1975)

ARTICLE I--MEMBERSHIP

Section A. The Committee on Faculty (hereinafter referred to as "the Committee") shall consist of nineteen members, of whom nine shall be elected by the faculty at large and the remainder one each by the respective faculties of the Colleges of Business Administration, Engineering, Journalism, Liberal Arts, Nursing and Speech; of the Schools of Dentistry, Education and Law; and of the University Libraries. There may be elected to the Committee any full-time faculty member employed at Marquette for at least two and one-half years. No more than five non-tenured faculty, elected from the at-large delegates, may serve on the Committee. In an election held separately in a College or School or the University Libraries, part-time faculty members may vote if and to the extent that they are authorized to do so from time to time by the full-time faculty members entitled to vote in that election. The normal term of office shall be three years; members may be re-elected.

Section B. The normal term of service for each member of the Committee shall begin at the annual organizational meeting (as described in Article III of these By-Laws) and end at the third annual organizational meeting thereafter.

Section C.

Sub-Section 1. A member of the Committee shall cease to be a member if --

(1) he submits his resignation in writing to the Chairman of the Committee, or

(2) he is absent unexcused from three successive meetings of the Committee.

Sub-Section 2. The effective date on which a member of the Committee ceases to be a member (otherwise than upon the normal expiration of a term of service) shall be --

(1) in the case of a member resigning by reason of his leaving the service of Marquette University at the end of an academic year, the date of the annual organizational meeting in that year;

(2) in any other case of resignation, on the date, if any, specified in the written notice of resignation, or, if no such date is specified, the date on which such notice is received by the Chairman of the Committee; or

(3) the date of the meeting of the Committee next after any three consecutive meetings from which the member has been absent unexcused.

Section D.

Sub-Section 1. Where a vacancy takes place in any membership of the Committee otherwise than by resignation taking effect at the date of the annual organizational meeting either under paragraph (1) of sub-section 2 of Section C or under sub-section 1 of this section, such vacancy shall be filled by an election by the relevant faculty in the same way as that by which a normal vacancy is filled. A member elected under this sub-section shall serve --

(1) if he is elected under paragraph (1) of sub-section 2 of Section C, until the annual organizational meeting at which his predecessor would have ceased to serve; or

(2) if he is elected under sub-section (1) of this section, for the unexpired portion of the term of the member whose vacation of office led to the appointment of his predecessor.

Section E. Where an election is held to select members of the Committee for different terms, the term which each successful candidate for office shall hold shall be determined by the order of voting, those with the larger number of votes being appointed to the longer term: Provided that where the above rule cannct be applied because of any equality of votes, the respective terms shall be decided by the drawing of lots.

ARTICLE II

The officers of the Committee shall be a Chairman, a Vice-Chairman, and a Secretary chosen by the Committee at its annual organizational meeting for terms of one year each. Their duties shall be those normally associated with these offices and such others to which they may be directed from time to time by the Committee. The Vice-Chairman shall assume the duties of the Chairman in his absence or inability to serve and shall perform such other functions as may be delegated to him by the Chairman of the Committee. The Committee may also appoint such further officers as it may from time to time see fit.

ARTICLE III--MEETINGS

Section A. The annual organizational meeting of the Committee shall be held on the first Thursday in May. Notice in writing shall be sent to all members, including both those who were members prior to such meeting and those newly elected to the Committee, at least one week prior to such meeting. At a time in the meeting to be indicated by the Chairman, newly elected members shall join the Committee and those whose term of office expires at the meeting shall leave the Committee except that officers shall retain their office until new officers have been elected.

Section B. The Secretary shall call regular meetings for each month of the academic year. The meeting shall regularly be held on the first Thursday of each month except that no meeting will be called on a Thursday on which classes are not held. The Secretary shall call special meetings --

(1) where so decided by the Committee;

(2) on the request of the Chairman (or the Vice-Chairman, when acting as Chairman);

(3) on the written request of any three members of the Committee, or

(4) on the written request of not less than twenty persons entitled to vote on an election for members of the Committee.

Section C. The Committee shall normally conduct its business in meetings open to the faculty at large and administrators and may grant non-members of the Committee the privilege of speaking at such meetings if and to the extent that it sees fit: Provided that the Committee may in any particular case decide to conduct its business in executive session at which only its members may be present.

Section D. A simple majority of the Committee shall constitute a a quorum for any meeting of the Committee whether regular or special.

Section E. The Secretary shall cause the agenda of all meetings, other than those held in executive session to be suitably publicized in advance to the faculty of the several departments of the University.

Section F. Provided, however, that no special meeting shall be held without written notice of the place and time of meeting being given to the members at least 48 hours preceding the meeting, unless the notice requirement is waived by the entire Committee, either orally or in writing, or is, in the judgment of the Chairman, impracticable in a situation of extreme urgency.

ARTICLE IV--SUBCOMMITTEES

Section A. There shall be a Subcommittee on Nominations, Appointments, and Elections, the duties of which shall be to:

A. supervise a nominating convention and an election for the purpose of electing members to the Committee and the Faculty Hearing Board;

B. prepare for consideration of the Committee a list of names and supporting data of potential candidates for election to the University Board of Trustees;

C. suggest name of persons to be appointed to subcommittees or for any other appointments which may be referred to it by the Committee.

Section B. There shall be a Subcommittee on Academic Affairs, the duties of which shall be to be specifically concerned with the academic affairs of the University including academic planning; academic calendar; salary; sabbatical programs; grants and fellowships; tenure and promotions; terminations and appeals; faculty handbook; convention attendance and expenses, etc.

This Subcommittee shall consist of twelve regular members, of whom one shall be a Member-Representative of the Committee, one an administrator and the remaining ten members chosen one each from the full-time faculties of the Colleges of Business Administration, Engineering, Journalism, Liberal Arts, Nursing and Speech; of the Schools of Dentistry, Education and Law; and of the University Libraries. Except for the Member-Representative of the Committee, subcommittee members shall hold office for terms of three years, expiring at the end of the calendar year. The Committee's Member-Representative shall hold office for a term of one or two years, the term to expire at the end of an academic year. Where a vacancy arises otherwise than at the end of a term, a successor shall be appointed for the unexpired remainder only of that term. The Committee may also from time to time appoint temporary members to either subcommittee for such periods and to carry out such duties as it may decide.

Section C. There shall be a Subcommittee on Faculty Welfare, the duties of which shall be with the services provided the faculty, such as faculty orientation, faculty club, parking, insurance health program, retirement plans, tuition remission, etc.

This Subcommittee shall consist of twelve regular members, of whom one shall be a Member-Representative of the Committee, one an administrator, and the remaining ten members chosen one each from the full-time faculties of the Colleges of Business Administration, Engineering, Journalism,

Liberal Arts, Nursing and Speech; of the Schools of Dentistry, Education and Law; and of the University Libraries. Except for the Member-Representative of the Committee, subcommittee members shall hold office for terms of three years, expiring at the end of an academic year. Where a vacancy arises otherwise than at the end of a term, a successor shall be appointed for the unexpired remainder only of that term. The Committee may also from time to time appoint temporary members to either subcommittee for such periods and to carry out such duties as it may decide.

Section D. There shall be a Subcommittee on Faculty-Administration Relations, the duties of which shall be to advise the Committee regarding important areas of administrative-faculty relations, both academic and non-academic, in which the faculty should take a particular interest. Membership on this Subcommittee need not be restricted entirely to members of the Committee.

Section E. There shall be a Subcommittee on Faculty Appeals, the duties of which shall be to hear and seek resolution of any grievance asserted by a faculty member, in accordance with the "Procedures for Resolution of Faculty Grievances" established by the Committee on Faculty. This Subcommittee shall not hear appeals in cases which come under the jurisdiction of the Faculty Hearing Committee.

This Subcommittee shall consist of seven full-time faculty members representing diverse sections of the University and shall be appointed by the Committee. Each member of the Subcommittee shall be appointed for a 2 year term, however the initial appointment of three shall be for one year.

This Subcommittee shall elect its own chairman. Four members of the subcommittee shall constitute a quorum.

Section F. The standing subcommittees of the COF shall be the Subcommittee on Nominations, Appointments and Elections; the Subcommittee on Academic Affairs; the Subcommittee on Faculty Welfare; the Subcommittee on Faculty-Administration Relations; and the Subcommittee on Faculty Appeals. The Committee may from time to time create such other subcommittees or ad hoc committees as it may think fit.

Section G. Members of all subcommittees other than the Subcommittee on Nominations, Appointments, and Elections shall be appointed --

A. in such a manner as the Committee may in a particular case from time to time direct, or

B. in the absence of such direction, by the Chairman after consulting the Nominations, Appointments, and Elections Subcommittee and subject to the approval of the Committee.

Section H. All subcommittees shall function in accordance with such by-laws as may be adopted by the Committee.

ARTICLE V--CONDUCT OF BUSINESS

The Committee shall conduct business in conformity with Robert's Rules of Order (Revised) except where the University Statutes of these by-laws specify otherwise.

ARTICLE VI--AMENDMENTS

Amendments to these by-laws may be adopted at any meeting of the Committee by a vote of the majority of the total membership provided that notice thereof was given at the regularly scheduled meeting preceding or was given to all members in writing at least one week previously.

III-A

MARQUETTE UNIVERSITY STATUTES

FACULTY APPOINTMENT, PROMOTION, AND TENURE

With Amendments 1973

FACULTY APPOINTMENT, PROMOTION, AND TENURE

I. FACULTY TITLES

A. THE FACULTY

The following are members of the Faculty of Marquette University:

1. Regular Faculty

a. The Regular Faculty, normally full-time, are those appointed to one of the academic ranks: Instructor, Assistant Professor, Associate Professor, Professor. Full-time faculty members are those who devote the major and substantial portion of their professional work to teaching or research or administration under the auspices of this University.

b. The title of a member of the Regular Faculty is normally that of his rank and the department in which he is assigned the rank.

c. Members of the Regular Faculty may hold more than one faculty appointment in the University and these several appointments need not be at the same rank.

d. A faculty appointment with the area of competence designated is made for those members of the Regular Faculty who are not assigned to a department.

2. Clinical Faculty

a. The Clinical Faculty consists of those officers of instruction and administration in the School of Dentistry who are not full-time: Clinical Instructor, Assistant Clinical Professor, Associate Clinical Professor, Clinical Professor.

b. The title of a member of the Clinical Faculty is that of his rank and the department in which he is assigned rank.

3. Lecturer

The Lecturer is an officer of instruction, in schools and colleges other than the School of Dentistry, engaged to teach on a part-time basis for a semester or more.

4. Visiting Faculty

A Visiting Faculty member normally is one who holds, or held, any professorial rank at another institution and is temporarily serving as a faculty member of this University. The Visiting Faculty member holds the highest rank conferred by his resident school.

5. Emeritus Faculty

a. The rank of emeritus is conferred upon those retiring officers of instruction and administration whom the University designates in recognition of the excellence and length of their service.

b. Normally, this rank is conferred on a member of the faculty who has been appointed associate professor, professor, associate clinical professor, or clinical professor during his regular years of service and has served the University with distinction for at least five full years.

c. The rank of emeritus carries certain privileges, examples of which are listing on the official rosters of the Faculty of the University, the college and the department; faculty privileges in the University Libraries; notice of all activities open to the Faculty of the University, the college and the department.

B. THE PARTICIPATING FACULTY

The following officers of instruction who assist the University in a lesser capacity than appropriate for appointment to the Faculty, and usually on a temporary basis, are members of the Participating Faculty.

1. Occasional Lecturer

The Occasional Lecturer is engaged by the University on a limited basis to give instruction in some specialty.

2. Assistant Instructor

The Assistant Instructor is a full-time officer of instruction who does not meet the qualifications for appointment at the rank of Instructor, except in the School of Dentistry in which residents are appointed to this rank.

3. Graduate Assistant

The Graduate Assistant is a student who is working for a graduate degree in the University and who is engaged part-time in teaching (Graduate Teaching Assistant) or research (Graduate Research Assistant).

4. Research Associate

The Research Associate participates full-time, and usually on a temporary basis, in the research activities of a department of the University.

5. Clinical Supervisor

The Clinical Supervisor advises and observes students in clinical situations.

C. FELLOWS

1. Graduate Fellow

The Graduate Fellow is a student working for a graduate degree in the University, to whom the Graduate School has awarded a Fellowship.

2. Post-doctoral Fellow

The Post-doctoral Fellow is one who has earned the doctorate (or its foreign equivalent), or the appropriate legal, medical or dental degree, and engages in research under the direction of a department of this University, but is not an applicant or candidate for a degree in the University.

II. FACULTY APPOINTMENTS AND PROMOTIONS

A. AUTHORITY FOR APPOINTMENTS AND PROMOTIONS

All appointments, reappointments, and promotions of faculty members of Marquette University are made by, or under the duly-delegated authority of, the President of the University upon recommendation of appropriate faculty and administrators, on the basis of merit and special fitness of the individual for the service demanded by the position and in accord with approved University policies. Recommendations for promotion to a higher rank, or for tenure, may be initiated by the department chairman, dean, or by the individual himself. An evaluation of the recommendation under the approved criteria and special normsshall be carried out by the appropriate department chairman, the individual's colleagues in his department, promotion and tenure committees, and/or other individuals competent in his field.

In its promotion and tenure policies and procedures, Marquette University seeks to ensure the excellence of its faculty and, at the same time, to ensure equity for each faculty member considered. A crucial part of this consideration is the statement of criteria and norms which follows in these statutes. These norms and criteria are offered as guides, and this in two senses: first, to the individual faculty member, so that he or she may better know what the University expects; second, to those who must advise and decide on promotion and tenure cases. For the latter, the criteria and norms are precisely guides to judgment in what is a vital judgmental process, encompassing the stated norms and criteria, but not limited to them.

B. GENERAL CRITERIA FOR APPOINTMENT AND PROMOTION

1. Essential Criteria

The central task of the Faculty is to keep knowledge living, and therefore growing, in their students and themselves. Excellence in

the following relations to knowledge will constitute the essential criteria for appointment and promotion.

a. Teaching

Since excellent teaching is creative, both in teacher and student, there can be a variety of signs of excellence in teaching, such as: presenting subject matter with the clarity that arises from a deepening grasp of the central facts and their vital interplay; exhibiting enthusiastic commitment to seeking, possessing, and sharing knowledge; bringing subject matter, when appropriate, to bear on the present human situation; consciously creating the atmosphere that will draw students on to development and use of their powers of invention and discovery; creating the desire in students for further education.

b. Scholarship

Beyond advanced degrees earned, there must be other evidence of scholarship, such as: published research or creative works of quality, significant research in new areas and methods of instruction, and other marks of scholarship, such as respect of competent colleagues, professional recognition, direction of and significant participation in research and in scholarly symposia, being at home in the scholarly publications of one's field.

N.B. Teaching and Scholarship, considered as the central tasks of the Faculty, are in no sense opposed to each other, even though they may be carried out by different actions. Teaching is kept creative by means of scholarship; scholarship gains impetus and direction from the demands of teaching.

2. Subsidiary Criteria

The following criteria for appointment and promotion are subsidiary only in the sense that they will not make up for deficiencies in teaching and scholarship.

a. Participative Criteria

A Faculty member:

i. Is actively involved in learned societies in the field of his competence.

ii. Shows initiative and sense of responsibility in achieving the objectives of his department, college or school, and the University; and serves on college or university committees or actively participates in special academic projects.

b. Personal Criteria

A Faculty member:

i. Displays those marks of character and personality which assure his contributing to the missions of the University.

ii. Maintains a respectful attitude toward the religious beliefs of others.

iii. Observes respectfully the rule of law as the basis of constitutional government, and the fundamental human and political rights of others.

C. SPECIFIC NORMS FOR APPOINTMENT AND PROMOTION OF REGULAR FACULTY

1. To Instructor (Appointment is on an annual basis up to a maximum of 5 years)

a. Possession of the academic master's degree or substantial progress toward the terminal degree. In the Schools of Dentistry and Law, possession of the first professional degree.

b. Evidence of interest in teaching and presumptive ability for teaching.

c. Evidence of scholarly interests.

d. Some association with learned societies in his field.

e. Possession of those qualities indicated in Section 2.b. of the General Criteria for Appointment and Promotion.

2. To Assistant Professor

a. Normally, possession of the earned doctorate or the typical terminal degree in the professions in which the doctorate is an uncommon or non-existent degree; or three years of college teaching or other professional experience.

b. Evidence of interest in teaching and presumptive ability for teaching.

c. Evidence of some achievement in scholarship, according to Section 1.b. of the General Criteria for Appointment and Promotion.

d. For promotion, evidence of actual competence in teaching according to Section 1.a. of the General Criteria for Appointment and Promotion.

e. Possession of those qualities indicated in Section 2 of the General Criteria for Appointment and Promotion.

3. To Associate Professor

a. Possession of earned doctorate or other appropriate professional degree or qualification.

b. Normally, seven years of college teaching or other appropriate professional experience; or college teaching with earned doctorate for four years.

c. Evidence of increased effectiveness in teaching; in situations where those holding this rank must direct graduate work and research, suitability for direction of such work.

d. Evidence of advancing scholarship, according to Section 1.b. of the General Criteria for Appointment and Promotion.

e. Initiative and sense of responsibility in achieving the objectives of his department, college or school, and the University; service on college and University committees.

f. Possession of those qualities indicated in Section 2 of the General Criteria for Appointment and Promotion.

4. To Professor

a. Possession of earned doctorate or other appropriate professional degree or qualification.

b. Normally, ten years of college teaching or other appropriate professional experience; or college teaching with the earned doctorate for seven years.

c. Distinguished fulfillment of the teaching and scholarship requirements of the previous ranks.

d. Established reputation among scholars; or notable contribution as a scholar in public service.

e. Possession of those qualities indicated in Section 2 of the General Criteria for Appointment and Promotion.

D. SUBSTITUTIVE NORMS FOR THE APPOINTMENT AND PROMOTION OF REGULAR FACULTY

1. For the requirement of the doctorate or of the usual professional degree:

The practical impossibility for a faculty member to proceed to the required degree. This fact must be evidenced by definite and sound reasons subject to the review of appropriate faculty and administrators. To qualify under this substitutive norm the faculty member must exhibit many of the qualities usually associated with possession of the degree in question.

2. For the requirement of scholarship:

a. Excellence in public service assignments which are closely related to the faculty member's area of academic competence, and which demand a level of activity and grasp of his area comparable to that demanded for teaching and research.

b. Excellence in administrative assignments which directly further the scholarly ends of the University.

c. A faculty member raised in rank according to the immediately preceding provisions may, in exceptional cases, hold a double rank: one in his department of instruction and one in the University, and these need not be the same, or he may hold rank in the University alone.

E. SPECIAL NORMS FOR APPOINTMENT AND PROMOTION OF CLINICAL FACULTY

1. To Clinical Instructor

a. Licensed or certified according to the norms of the profession.

b. Possession of degree required by the profession.

c. Evidence of aptitude for teaching and interest in scholarship.

d. Possession of those qualities indicated in Section 2.b. of the General Criteria for Appointment and Promotion.

2. To Assistant Clinical Professor

a. Possession of degree required by the profession.

b. Normally, five years of experience as clinical instructor or other appropriate professional experience.

c. For promotion, demonstrated competence in clinical teaching.

d. Possession of those qualities indicated in Section 2.b. of the General Criteria for Appointment and Promotion.

3. To Associate Clinical Professor

a. Possession of degree required by the profession.

b. Normally, nine years of clinical teaching experience or other appropriate professional experience.

c. For promotion, evidence of increased effectiveness in clinical teaching and of suitability for supervising clinical work of graduate students.

d. Attainment of professional recognition demonstrated by such achievements as board certification; and election to a learned society in his professional field, or scholarly publication of quality.

e. Possession of those qualities indicated in Section 2.b. of the General Criteria for Appointment and Promotion.

4. To Clinical Professor

a. Possession of degree required by the profession.

b. Normally, twelve years of clinical teaching or other appropriate professional experience.

c. Distinguished fulfillment of the teaching and professional requirements of the previous rank.

d. Established reputation among the leaders of the profession; or notable contribution as a professional person in public service.

e. Possession of those qualities indicated in Section 2.b. of the General Criteria for Appointment and Promotion.

III. ORIGINATING UNIT PROCEDURES

A. Each academic unit of the University authorized to initiate and recommend promotion and tenure shall proceed to formulate a systematized and reasonably detailed statement of the internal procedures to be employed by that academic unit in determining its recommendations.

B. Such statement, when formulated, shall be submitted to the Office of Academic Affairs for its information; and the unit shall promulgate the statement to all of its Regular Faculty.

C. Revisions of such statements may be effected and promulgated from time to time by an equivalent procedure, as the originating unit may deem appropriate.

IV. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE

A. Appointment, reappointment, and promotion of the full-time Regular Faculty are made by, or under the duly-delegated authority of, the President, and normally take effect at the commencement of the first semester of an academic year; and appointments normally terminate at the close of that academic year unless a contract of reappointment has been sooner concluded, in which event the prior appointment normally continues, in recess, until the reappointment becomes effective. These provisions apply irrespective of the schedule upon which compensation is payable. When any such appointment, reappointment or promotion becomes effective in the course of the first semester of an academic year, it shall be deemed, for purposes of computing length of service, to operate retroactively to the commencement of that semester, and to constitute a full year's appointment; otherwise, such initial period of service shall be disregarded for such purposes.

B. Any full-time member of the Regular Faculty (except one appointed without the terminal degree pertinent to his academic discipline) not previously tenured is granted tenure with tender and acceptance of his eighth consecutive annual reappointment to the full-time Regular Faculty, following his original appointment, tenure being effective upon commencement of services under such reappointment. For those faculty who lack the terminal degree pertinent to their academic discipline at the commencement of their full-time Regular Faculty service, tenure is granted with tender and acceptance of the ninth consecutive annual reappointment to the full-time Regular Faculty, following the original appointments.

C. A faculty member originally appointed at the rank of associate professor or professor, unless sooner tenured, is granted tenure with tender and acceptance of his fourth consecutive annual reappointment at such rank to the full-time Regular Faculty, following his original appointment, tenure being effective upon commencement of services under such reappointment.

D. A faculty member promoted to the rank of associate professor or professor, and not sooner tenured, is granted tenure upon his assumption of duties at that rank, unless expressly stipulated otherwise in the official notice of his promotion. In the latter case, and unless sooner tenured, such faculty member is granted tenure with tender and acceptance of his third consecutive annual reappointment to the full-time Regular Faculty at such rank, following the effective date of promotion, tenure being effective upon commencement of services under such reappointment.

E. Normally, tenure will not be conferred upon assistant professors who are not at the same time promoted to associate professor. This does not preclude the possibility that tenure may be conferred without such promotion in exceptional cases. A faculty member originally appointed at or promoted to the rank of assistant professor may have tenure conferred upon him, regardless of further promotion but in the discretion of the appointing authority for faculty of tenured rank, upon or after completion of five consecutive years of service as a member of the full-time Regular Faculty, tenure being effective upon commencement of services under his first ensuing reappointment at such rank following conferral of tenure.

F. Time spent on approved leave of absence shall not interrupt the continuity of a faculty member's service for purpose of promotion and tenure. However, no academic year which includes a leave of absence for a period of a semester or more shall be included in computing years of service for these purposes. Two consecutive semesters of leave, if in different years, will count only as one years absence.

G. Unless tenured, no faculty member is entitled to reappointment, and the University may, in its own sole discretion, refrain from tendering reappointment in such cases; provided, however, that the University shall, on or prior to March 1 in the initial year of service, on or prior to December 15 in the second year of service, and on or prior to July 1 in any subsequent year of service, notify in writing any untenured member of the regular faculty whose reappointment is not to be tendered, or is to be tendered only conditionally or contingently, of such fact.

H. Excepting cases of intervening termination for cause and cases of leave of absence or retirement as provided below, every tenured member of the Regular Faculty, and every nontenured member of the Regular Faculty not otherwise notified as provided in the preceding paragraph, will be tendered an annual reappointment, at a rank and compensation not less favorable than those which the faculty member then enjoys, provided:

1. To the extent that a faculty member may be compensated directly or indirectly from sources not controlled by the University, the University shall have no responsibility to maintain such compensation or its equivalent; and

2. To the extent that a faculty member may be compensated beyond the normal compensation of his regular academic rank and department by reason of administrative or special assignment, the University shall have no responsibility to maintain such compensation or its equivalent unless, in its own sole discretion, it elects to continue such administrative or special assignment; and

3. Whenever, pursuant to budgetary or policy determinations, general reductions in faculty size or compensation are required, applicable throughout the University or to one or more schools, departments, or disciplines, the University shall be entitled to apportion such reductions consistently with such determinations; but, subject to principles of tenure and rank, such reductions shall be apportioned on an equitable basis; and

4. Nothing in this paragraph shall be construed so as to derogate from the policy of the University to grant increments of compensation individually, in its sole discretion and on a basis of merit, and no faculty member shall be contractually entitled to claim any right to such increment under these provisions.

I. Each tender of reappointment extended as provided in the preceding section shall specify the University's proposed rate of salary-compensation, and shall be deemed to include, unless expressly provided to the contrary, entitlement to participate in all fringe benefit programs provided by the University, so far as the faculty member may be eligible therefor under stipulations of the respective programs.

J. The faculty member may accept such tender of reappointment, or any amended tender, by delivering a signed, unconditional acceptance to the office of his administrative superior within not to exceed three calendar weeks after submission of the original tender

to him; but, unless a mutually-acceptable contract has been concluded and except as the time for negotiation of terms or conditions may be extended mutually in writing, the University may, after such period, revoke its tender of reappointment; and, unless reappointment for the ensuing year shall thereafter be tendered and accepted, the University shall not be obligated to reappoint the faculty member for the next or any subsequent year, regardless of tenure.

K. Nothing in these articles shall be construed so as to derogate from disability, leave of absence or retirement policies which may be adopted from time to time. Reappointment of a faculty member for any period beyond the time when he reaches mandatory retirement age under his applicable retirement plan operates upon such terms and conditions as the parties may then mutually stipulate, except that, unless expressly provided otherwise by the terms of any such reappointment, the provisions of articles V and VI shall be applicable thereto. However, a faculty member who has reached or will have reached retirement age prior to the conclusion of a forthcoming academic year shall be entitled to ordinary reappointment and compensation for such year unless, not later than twelve months preceding the commencement of such academic year, he is notified that the University will elect not to continue regular employment beyond his applicable retirement date, or will continue the same only under special terms.

V. CAUSE FOR NONRENEWAL, SUSPENSION, TERMINATION

A. Pursuant to this and its following article, the cognizant appointing authority of the University may initiate and execute procedures by which a faculty member's reappointment may be denied or revoked, or his current appointment may be suspended or terminated, for cause as defined therein.

B. As used in this and its following article, cause may be either absolute or discretionary. Absolute cause shall include any circumstance by which a faculty member:

1. Resigns, but resignation shall constitute absolute cause only from and after its effective date; or

2. Intentionally fails or refuses to perform a substantial part of his assigned duties; or

3. Dies, or becomes permanently and totally disabled.

C. Discretionary cause shall include those circumstances, exclusive of absolute cause, which arise from a faculty member's conduct and which clearly and substantially fail to meet the standard of personal and professional excellence which generally characterizes university faculties,

but only if through this conduct his value as a faculty member is, or will probably be, substantially impaired. Some examples of conduct that substantially impair the value or utility of a faculty member are: serious instances of illegal, immoral, dishonorable, irresponsible, or incompetent conduct. In no case, however, shall discretionary cause be interpreted so as to impair the full and free enjoyment of legitimate personal or academic freedoms of thought, doctrine, discourse, association, advocacy, or action.

VI. PROCEDURES FOR CAUSE

A. Written and accepted resignations from the faculty shall be effective according to their terms, and shall not be subject to any rights of reconsideration or review at the instance of either party without the concurrence of the other. Unless expressly provided to the contrary, all right to rank, tenure, salary, and benefits shall terminate as of the effective date of the resignation.

B. In all other cases of nonrenewal, suspension, or termination for absolute or discretionary cause, the faculty member's entitlement to salary and fringe benefits shall continue, irrespective of any suspension from duties, for a period of at least thirty days after the cause arises, or, where notice is required under paragraph C of this article, after service of such notice, or, where a formal hearing has been requested as provided in paragraph G of this article, until the University has made a final decision following the report of the hearing, whichever is longer. However, in the cases provided in subparagraph B.2. of article V, such entitlement may be terminated as of the day following the commencement of such cause; and salary entitlement shall, in cases of disability, be limited by the provisions of the University disability program. In the discretion of the cognizant appointing authority, the faculty member's duty assignment may be either continued to a time not beyond the time at which his salary and benefits terminate, or may be suspended or terminated earlier.

C. In all cases of nonrenewal, suspension, or termination for absolute or discretionary cause, except resignation, death, and permanent, total disability, the cognizant appointing authority of the University shall, whenever he believes that such cause exists, notify the faculty member in writing of the University's contemplated action, including in such notice:

1. The general nature of the cause relied upon, with its approximate date or dates of occurrence; and

2. The nature of the University's contemplated action, with a specification of the date or dates upon which such action is to become effective with respect to faculty status, duties, salary, and benefit entitlements, respectively.

Whenever such notice can, by the exercise of reasonable diligence, be given to the faculty member personally, it shall be so delivered,

and service shall operate from date of such delivery; otherwise, it shall be sent by certified mail addressed to the faculty member's last known place of residence, and service shall operate from date of mailing.

D. Unless the faculty member shall, within ten days of the service of such notice, file with the appointing authority a written objection to all or some part of the University's claim of cause or its contemplated action, he shall be deemed to have acquiesced in and accepted the action according to its terms, and neither such action nor its causal basis shall thereafter be subject to any rights of reconsideration or review at the instance of either party. Whenever such objection shall be expressly limited to one or more parts or aspects of the alleged cause or contemplated action, rights of reconsideration or review shall be limited accordingly.

E. Whenever timely objection shall be filed, the cognizant appointing authority shall accord the faculty member fair opportunity to be specifically advised, in one or more conferences, of the alleged cause for the University's contemplated action; and to negotiate such reconsideration or amendment of the contemplated action as may be agreed upon. Either party may enlist the aid and counsel of such person as he may select, and persons so enlisted may participate in the process of such conference and negotiation, provided that every such person is fully identified to the other in advance with respect to his capacity and scope of authority, and provided that every such conference shall be deemed a conference for purposes of settlement, and shall be privileged as such.

F. Alternatively or in addition to the procedures described in the preceding paragraph, either party may refer any or all issues to the Committee on Faculty for the purpose of having one or more disinterested mediators appointed, who, promptly upon appointment, shall confer with the parties, investigate the matters at issue, and recommend to the respective parties an appropriate resolution of the issues between them.

G. By mutual agreement at any time, or at the instance of either party when a dispute has been unresolved for twenty days after filing of the faculty member's objection provided by paragraph D, above, the advisory opinion of the Faculty Hearing Committee may be requested. The party seeking such opinion must initiate the procedure by serving written notice of his demand for such hearing upon the opposite party within ten days following such twenty day period, failing which his right to such hearing shall be waived. Upon initiating or receiving any such notice, the University shall promptly advise the Faculty Hearing Committee. Such hearing, when duly requested, shall be before a standing Faculty Hearing Committee composed of nine tenured faculty members elected by the faculty as a whole under the supervision of the Committee on Faculty. Members shall be elected for six year terms, except that those elected at the first election shall by lot determine three members who shall serve for terms of two years and three who shall serve for terms of four years. Five members of the hearing committee shall constitute a quorum, and the action of a majority of the members present at any session duly convened shall be the action of the committee. Hearings, upon proper request, shall be scheduled by the Faculty Hearing Committee as promptly as is reasonably practical, upon not less than three days' prior notice to the parties. In the conduct of hearings the following procedure shall be observed:

1. Prior to the hearing, the faculty member and the University administration shall each submit in writing to the Faculty Hearing Committee and to the other party, within such time, not exceeding five days after notice, as the committee shall direct, a brief statement identifying and summarizing the material contentions and supporting evidence which they will rely upon at the time of hearing, with a view to affording fair notice of the issues of the dispute.

2. No session of the committee shall be open to persons other than parties, witnesses, and counsel, except as the committee may otherwise direct.

3. Counsel may include legal or other advisors, who may participate as such on behalf of their respective principals, subject to such reasonable procedural requirements as the committee may direct.

4. If either party shall willfully fail or refuse to give evidence within his competence, and relevant to any material issue, upon call of the other, the issue shall be resolved against the contention of the party so failing or refusing.

5. The committee or its members may participate actively in the hearing to such extent as they deem appropriate; and the committee shall summarily determine all questions of procedure, and of admissibility, exclusion, competency, credibility, materiality, form and relevancy of evidence, without necessary regard to judicial rules applicable to such question. The committee may terminate the hearing, generally or with respect to any issue, may limit or exclude testimony or examination, and may require submission of delaying, lengthy or voluminous evidence or argument in writing, all in its discretion. No witness shall be required to give evidence upon a verbatim record, or publicly, or under oath. The findings, conclusions, and recommendations of the committee shall in no case be impeachable by reason of irregularities, errors, or omissions of procedure.

6. After all the evidence has been submitted, the hearing shall be closed and the committee may request written briefs to be submitted by or on behalf of the parties. Thereafter the committee shall, as promptly as conveniently possible, proceed to formulate a recommendation in conference. Upon reaching its advisory recommendation, the same should be reduced to writing, and may be supported by written findings of fact and conclusions based on the facts adduced at the hearing.

7. In addition to the above provisions the committee may make such other and further procedural rules as it may deem helpful and fair in connection with the total hearing process, with a view to doing substantial academic justice to the parties.

8. Copies of the committee's decision should be forwarded promptly to the parties, and to the University Board of Trustees, which Board, or its Executive Committee, may thereupon review the record made by the hearing committee, and shall finally confirm, rescind, or modify the University's proposed action.

H. So long as the periodic compensation and benefits provided by the faculty member's appointment are both continued, and during such further periods of negotiation, mediation, hearing, or review as the parties may mutually stipulate, both parties shall diligently continue in good faith to attempt a mutually-acceptable resolution of the issues between them by one or more of the procedures described in the three preceding paragraphs, and neither shall, during such period, resort to or encourage litigation, demonstration, or tactics of duress, embarrassment, or censure against the other; provided that this paragraph shall not be construed so as to require the University to continue the faculty member's duty assignment during such period.

I. To the extent that none of the foregoing procedures produces a resolution of the issues arising out of a timely objection to a faculty member's nonrenewal, suspension, or termination, at or prior to the time specified in the preceding paragraph, the University shall, for a period of six months thereafter, or until the final determination of any judicial action which may be commenced within such period to test the validity of the nonrenewal, suspension, or termination, hold itself ready to reinstate the faculty member, with unimpaired rank, tenure, compensation, and benefits, to the extent that the faculty member's entitlement thereto may be judicially adjudged or decreed, or conceded by the University in such interval. Whenever entitlement to retroactive compensation is so determined, such compensation shall be reduced by any amount otherwise earned by the faculty member in the same period.

VII. LEAVES OF ABSENCE

A. Leaves of absence for periods not exceeding one year may be granted upon application of the faculty member and concurrence of the University, but shall not ordinarily be subject to extension or renewal beyond one year. A faculty member on leave of absence shall be entitled only to such compensation or benefits as may be stipulated under the terms of the leave, or under the provisions of the disability or other benefit program for which he may be qualified; but his entitlement to rank, tenure, compensation and benefits upon termination of leave and return to active status shall not be prejudiced by the fact of leave, except as otherwise provided below.

B. In case a faculty member shall be so disabled as to be temporarily incapable of performing a substantial part of his assigned duties, the cognizant appointing authority of the University may propose to place the faculty member on temporary indefinite disability leave for so long as such disability may continue, but not exceeding one year, relegating the faculty member, during such leave, to his benefits under the University disability program in lieu of contract salary.

C. Whenever, prior to the expiration of one year of disability leave, the faculty member shall establish that he has recovered sufficiently to permit resumption of his duties on a full-time basis, he shall be entitled to reinstatement in active, regularly-salaried status, without prejudice to his rank or tenure; but reassignment to his former duties may be deferred as necessary to accommodate departmental adjustments over the period of leave.

D. Whenever a faculty member shall be disabled, as above defined, for a period in excess of one year, or shall fail to resume his duties upon the expiration of any other period of leave granted by the University, his reappointment, or reinstatement in active, regularly-salaried status, shall be in the discretion of the University.

E. Whenever a faculty member shall be notified of a proposal to place him in disability leave status, or whenever his application for reinstatement in active, regularly-salaried status shall be denied, or shall not have been acted upon after a reasonable time for consideration of the application has passed, the faculty member may, if aggrieved, have recourse, on the issue of his disability, to the procedures of negotiation, mediation, and hearing described in Article VI, paragraphs D through I; but the faculty member's right to compensation and benefits during the progress of such procedures shall be initially determined under the University disability policy, subject to retroactive readjustment, where appropriate, in accordance with the outcome of such procedures.

VIII. EFFECTIVE DATES, RETROACTIVITY

A. Except to the extent provided in paragraph B of this article, these articles shall be effective upon and after the date of their official promulgation; provided that all then-current appointments, and appointments and reappointments which have been accepted prior to such date of promulgation for the next academic year, shall be deemed to be amended conformably to these articles, unless either the University or the faculty member, by express notice to the other given within 30 days of such date of promulgation, declines to apply these articles to such contract.

B. These articles shall operate retroactively so as to credit prior service of all persons holding faculty appointments as of the date of official promulgation. However, any full-time Regular Faculty member not previously tenured and with less than seven years of continuous service as a member of the full-time Regular Faculty at the time of official promulgation, who would be entitled to have tenure granted under the provisions of these articles, shall be granted tenure only upon the tender and acceptance of reappointment as a qualified Regular Faculty member for the second consecutive academic year which commences following such promulgation, or, if tenure be specifically withheld by the express terms of such reappointment, then upon tender and acceptance of reappointment for the third consecutive academic year which so commences. In each case, tenure shall be effective upon commencement of services in the academic year following qualification.

IX. FACULTY RELIGIOUS

Commencing with the next academic year following conclusion of formal agreements for provision of Jesuit services between the University and the Marquette Jesuit Community or its agency, these Articles shall apply without discrimination to Jesuit and other religious faculty members, except as different terms may be stipulated in the various contracts by which their services are provided to the University.

FACULTY BENEFITS

Faculty members and administrators of the University are enrolled for all benefits through the Comptroller's office. When the first payroll authorization reaches his office, all necessary forms are sent to permit enrollment in all programs for which they are eligible, except as enrollment may be automatic.

The various programs generally described in this section are, in each case, specified in formal policy statements issued and amended from time to time and from which these descriptions are synopsized. The formal policy statements will exclusively control the rights of the participant to enroll or claim benefits under any of the programs, despite any inconsistent or different provisions which may inadvertently appear in these synopses.

More detailed descriptions of the various programs and advice as to individual problems which may arise may be obtained from the Insurance office or from the Comptroller's office.

I. Social Security

All faculty (whether full or part-time) participate in the provisions of Social Security.

II. Tax Sheltered Annuities

These are available through the University. If you desire information in regard to these contracts, please call the Insurance office or the Comptroller's office.

III. Retirement Program (TIAA-CREF)

In addition to Social Security, a retirement program is provided through the Teachers Insurance and Annuity Association of America and College Retirement Equities Fund.

Full-time salaried members of the faculty are eligible for participation on the first day of the month after they have been continuously in the service of the University during the preceding three years. Professors and Associate Professors with permanent tenure become eligible after two years of continuous service. No full-time faculty member is eligible to enroll in the program until he is 30 years of age. Participation is required when one becomes eligible. The preliminary service period will be waived for an employee who already owns a retirement annuity contract issued by

The Teachers Insurance and Annuity Association under another University or College pension plan.

The University contributes 5% of regular monthly salary, excluding any bonus, summer or evening sessions, overload, extra-ordinary administrative stipend to faculty members, overtime pay, any royalties, any income from interest or investments and any other special remuneration on all salary up to $20,000 per year. The employee contributes 5% of regular monthly salary on all salary up to $20,000 per year. Deductions or reductions will be monthly from regular salary.

When a faculty member is on Sabbatical leave, the contributions of the University and of the faculty member shall be computed upon the basis of the Sabbatical salary for the semester or year of Sabbatical leave.

TIAA is a guaranteed annuity income. CREF (College Retirement Equity Fund) is a variable annuity. Each individual may split his total annual contribution between TIAA-CREF, or put 100% into either TIAA or CREF. The individual may or may not tax-shelter his individual contribution. An additional contribution over that which is required may be made by the individual, and this, too, may or may not be tax-sheltered. To tax shelter any contributions, a new agreement with the University is signed each year.

Payment is made to TIAA-CREF by the tenth of the following month covering the contributions of the faculty members and the University.

Your retirement date is the close of the month in which you reach age 65. Any employment after this date is by mutual consent. Annuity contributions are also completed at the close of the month in which you reach age 65. You may begin to receive your annuity income at any time after premium payments stop. Monthly retirement payments are made by TIAA-CREF directly to the participant. (See pages III-B-9 through 10)

IV. Short-Term Disability Income

This benefit is provided by Marquette University at no cost to the employee and is not an insurance-funded benefit.

Eligibility for the program is presently restricted to all full-time faculty as designated by the Vice President for Academic Affairs and professional administrators as designated by the Vice President of Business and Finance, who become eligible upon completion of one year of full-time service, and remain eligible for the duration of their full-time service until retirement age. No enrollment procedures are required in connection with this program.

For each month of service you earn one day of disability compensation at 100% of regular salary, up to 120 departmental days of disability. Where 120 days have not been earned at time of disability, 75% of salary will be paid for the remainder of 120 departmental days of disability. Since departmental days ordinarily exclude at least Saturdays and Sundays, the compensable period will ordinarily approximate six calendar months. In no case, however, may short-term benefits be claimed after eligibility for long-term benefits would arise under the long-term program, regardless of whether you participate in that program.

In both long-term and short-term programs, actual total disability arising solely from medical causes, other than pregnancy or complications arising therefrom, is the exclusive condition upon which claim may be based. Emotional or mental illness are included if medically recognized as such and to the extent that actual total disability results therefrom.

Benefits paid under these programs will generally qualify for income tax exclusions under applicable state and federal regulations, but tax savings which may accrue to the disabled person are not taken into account in calculation of benefits.

The short-term program includes a provision whereby under certain circumstances the University-funded program will be reimbursed, where the employee would otherwise recover double compensation from the same time loss. (See pages III-B-11 through 12)

V. Long-Term Disability Insurance

The cost of this insurance is divided equally between the participant and the University. Salary deductions will be made over a period of ten months; protection is provided for twelve months. Deductions will be made from September through June of each academic year. Those eligible for long term disability are full-time faculty and administrators, 30 years of age, or who have completed twelve months or one academic year of service and are less than 64 years and six months of age.

Monthly benefits are 65% of your adjusted regular monthly salary, less any sums you or your dependents are eligible for under Social Security or as Workmen's Compensation. An additional 10% will be paid to TIAA-CREF for enrollment in or continuation of your pension program. This totals 75% of your adjusted monthly salary. Your long-term disability monthly benefits will be based on regular annual salary (ten or twelve month contract) divided by twelve. Both occupational and non-occupational disabilities are covered. (See pages III-B-13 through 15)

VI. Group Life Insurance

All regular full-time University staff members are eligible for and can subscribe to the University term and paid-up life insurance program. The insurance, offered under the group plan, begins ninety days after the staff member's appointment becomes effective.

Premiums of life insurance are payable by the employee through payroll deductions, at a rate of 45¢ per $1,000 per month. The University contributes any remaining cost and absorbs the full cost of administration. The employee is eligible for $1,000 of term insurance for each $1,000 of salary. If the employee participates, he must purchase all for which he is eligible.

Paid-up insurance equal to 20% of the term insurance will be provided at retirement. However, an employee who leaves the group (University) before retirement will be returned a substantial portion of his premium investment or a reduced paid-up policy, provided the employee has been a member of the group for at least three years.

However, a participant who has attained age 60 at the inception of his coverage shall be limited to $1500 of paid-up life coverage at age 65, or 20% of term insurance, if less than $1500; and a participant who, at such inception, has attained age 55 shall be limited to $2500 of paid-up life coverage at age 65, or 20% of term insurance, if less than $2500.

The life insurance remains in force as long as the staff member is employed (including such times as he may be on Sabbatical leave), and it may be continued during a regular leave of absence provided the full cost of the premium is paid by the staff member. A physical examination is not required if the employee takes the insurance within 31 days of becoming eligible. The employee names his own beneficiary. The face value of the life insurance in this plan will be paid for death from any cause.

If an insured employee becomes totally or permanently disabled before age 65, the life insurance is continued without payment of premiums to age 65, after disability continues for nine months or longer.

VII. Health Insurance

The University Group Health Insurance Program is provided by Banker's Life Company of Des Moines, Iowa. All faculty members are asked to choose between a Low Option Plan and a High Option Plan. Both plans combine basic hospital and surgical-medical benefits with a major medical program paying a total lifetime benefit up to $30,000 under the low option and up to $100,000 under the high option.

The Low Option Plan, all premiums of which are paid by the University, provides a benefit of $55 per day for room and board and benefits for other in-patient services, including services by physicians and surgeons, subject to a $150 deductible and a co-insurance factor of 80%/20% on the next $2,000 of covered charges.

(For the first $1,000 of covered charges above the deductible amount of $150, the carrier pays 80% and the patient 20%, with the carrier paying 100% of covered charges above this figure.) Hospital benefits are paid for up to 120 days per hospital confinement. For out-of-hospital covered charges, e.g., physician's home and office calls, the plan pays 80% after a $50 deductible.

The High Option Plan premium is paid for by the University and the faculty members, with the monthly cost to the latter being $5.84 for single coverage and $17.53 for family coverage (payroll deductions). This plan covers the cost of semi-private accommodations. It also has a $150 deductible on charges incurred in the hospital but thereafter pays 100% of all covered charges made by the hospital and by physicians and surgeons for services rendered to hospital in-patients. The deductible on out-of-hospital covered medical charges is $25 with an 80%/20% co-insurance factor applying thereafter. The High Option Plan also covers diagnostic x-ray and laboratory services up to $200 and emergency accident care up to $100 without a deductible and co-insurance factor.

VIII. University Travel Accident Coverage

When traveling on University business, all Marquette University full-time employees are covered for $100,000 for accidental death. This program is fully funded by the University. (See page III-B-16)

IX. Convention Attendance

The University encourages membership in learned societies and attendance at their convention meetings. The importance and degree of active participation in the convention will determine the share of the cost to be borne by the University.

1. 100% Reimbursement:
   The total expenses incurred by faculty members or administrators in attendance at conventions of learned societies or associations to which they are sent as designated representatives of the University shall be paid by the University.
2. 75% Reimbursement or Transportation only:
   On recommendation of the Dean of the college or school to which his department is attached or which it serves, a faculty member who is presenting the results of his research in a paper or who is discharging his duties as an officer of the society or as a member of a committee or panel discussion at the convention of a significant learned society or association will be furnished transportation both ways or 75% of his total expenses.
3. 50% or less Reimbursement:
   On recommendation of the Dean of the college or school to which his department is attached or which it serves, a faculty member who is sent as an official attendant to the convention of learned societies or associations will be furnished a portion of his expenses up to 50% of the total.

X. Moving Expenses

The University assumes either wholly or in large part the cost of moving furniture, books and other personal belongings for persons appointed to its faculty. The details of this arrangement for each person are negotiated on an individual basis and become part of the original contractual agreement.

XI. Policy on Sponsored Research

POLICY 1: It is the policy of Marquette University that all faculty request full recovery of salary for released time programmed for any activity (teaching, research, social service) which is proposed for outside support. The only exception to the policy of full recovery of salary for released time, outside of the case of a person on Sabbatical leave, is the case in which agency regulations require that the University match all requests for recovery of salary with an equal or partial amount of contributed salary. In such case, the faculty member is expected to request recovery of that part of the salary for released time not covered by the Marquette contributed salary. An example of this exception would be an NSF project for which a faculty member programmed 80% of his time. Because of agency requirements, Marquette would be expected to match the NSF effort with contributed salaries, i.e., 40% National Science Foundation, 40% Marquette. The faculty member would be expected to recover the 40% from NSF.

POLICY 2: Salaries recovered under Polity 1 will be made available to the department involved for the purpose of faculty replacement. Since these monies are not guaranteed to the University for a period of time longer than the grant award, the replacement faculty member will not be considered as filling a budgeted University position. He will, however, receive all of the normal rights and perquisites of a faculty member employed on a temporary or part-time basis.

XII. Tuition Remission

An important fringe benefit Marquette University extends to its faculty is the opportunity to take credit and non-credit courses on a free tuition basis, and also offers full tuition remission for children of full-time faculty who enroll for full-time studies at Marquette.

Faculty and their wives or husbands may each take four credit hours per semester on a free tuition basis. Eligible children of full-time faculty may receive full tuition remission for full-time study in all Colleges and Schools of the University. (See page III-B-16, part II) Full-time faculty who are full time for six continuous years immediately prior to death, retirement, or disability, have the tuition remission for their children guaranteed at Marquette

when the children become ready for college.

Faculty members and their spouses may also enroll in Continuing Education courses. Since no credit hours are involved, there is an allowed dollar maximum equivalent to the Evening Division credit hour tuition rate times four.

It should be noted that all fees other than tuition connected with a credit or non-credit course must be paid by the individual.

Marquette University is a member of the Jesuit University Faculty Children Exchange Program (FACHEX). For information about this program, refer to page III-B-21.

The tuition fringe benefit programs described above also apply to certain designated professional administrative staff.

For complete details regarding the Tuition Benefit Program contact the Director of Financial Aids. See also pages III-B-16 through 21.

XIII. Financial Services

The University maintains a limited loan fund to assist full-time faculty and professional administrators from time to time when their financial position or living conditions can be improved with a temporary loan at a lower interest rate than that available through normal commercial sources. Repayment is by monthly payroll deduction. This fund may be used for housing, purchases of automobiles (limited), excessive hospital, medical and dental bills, home improvements, family emergencies, etc. For further information inquire in the Office of the Director of Finance.

XIV. Leaves of Absence

The University distinguishes between an ordinary leave of absence (spoken about and identified on pages III-A-16 and 17) and a Sabbatical leave. This section of the Handbook refers to the ordinary leave of absence, not to the Sabbatical leave; for information concerning the Sabbatical leave program, see pages III-B-22 through 23.

The University recognizes the importance of leaves of absence for academic purposes such as full-time engagement in a research project, visiting professorships, completion of doctoral work, and the like.

A faculty person can request a leave of absence for purposes such as this and ordinarily it will be granted, normally for a period of a year. There is no general policy providing for leaves of absence with pay, but the University does on occasion provide financial support for persons on academic leave of absence.

Authorized maternity leaves are allowable for a reasonable period of time depending upon the attending physician's certification.

A person desiring a leave of absence (with or without University financial support) should so inform his chairman on or before November 1, of the year preceding the anticipated leave so that adequate steps may be taken to provide a replacement during the period of the leave. The request for leave, and for University financial support if this is involved, should be forwarded to the Vice President for Academic Affairs by way of the chairman and the dean, with the recommendations of both chairman and dean attached.

For the duration of the leave a faculty member will be responsible for payment of all premiums for benefits, including the University portion, in all programs he wishes to continue, unless the leave is in favor of a fellowship or the like-prestigious enough so that the University is significantly advantaged because the faculty person has accepted it, the stipend attached to the fellowship does not effectively provide for these benefits, and the arrangements for the replacement at Marquette University of the person on leave are such as to result in a savings at least equal to the cost of these benefits.

MARQUETTE UNIVERSITY

RETIREMENT PROGRAM

Marquette University adopted a new retirement program as of February 1, 1960.

The program is known as the Teachers Insurance and Annuity Association of America and is described in the enclosed booklet.

A. ELIGIBILITY

All participants are divided into two categories.

Category 1 includes the following:

1. Full-time salaried members of the faculty appointed by the Committee on Rank and Tenure.
2. Full-time salaried administrators of the University.
3. Full-time salaried professional librarians.
4. Full-time salaried research personnel with faculty status.

The individuals in this category will be eligible for participation on the first day of the month after they have been continuously in the service of the University during the preceding three years. Professors and Associate Professors with permanent tenure become eligible after two years of continuous service. All participants must be at least thirty years of age.

When an employee coming to Marquette University already has a TIAA Annuity, he is immediately eligible for participation in the Marquette University program.

Participation is required and employees will not be permitted to withdraw while remaining with the University.

Category 2 includes all other full-time members of the University.

The requirements for this category are the same as above - waiting period of three years and thirty (30) years of age.

Participation is optional. However, all who have completed ten years of service at the University and have reached the age of forty (40) will be obliged to participate in the Retirement Program.

M.U. RETIREMENT PROGRAM

B. COST

Employees will contribute each year an amount equal to 5% of earnings up to a salary limit of $20,000.00. The University will contribute an amount equal to the contribution of the employee. Deductions will be monthly or bi-weekly (second payroll of month) from the regular salary. Payment is made to TIAA by the tenth of the following month covering the contributions of the employee and the University.

If an employee leaves the University during the first five years of coverage the employee may withdraw from the plan and the contributions made by the employee will be refunded to him. The TIAA Plan also gives the University the privilege of recovering its contributions if any employee withdraws from the Plan during the initial five year period. If the employee does not exercise this privilege both the contributions of the employee and the University remain on deposit for the benefit of the employee.

RETIREMENT

Faculty members are eligible for retirement the month following their 65th birthday. No contributions to the Plan will be made by the University after age 65.

Monthly retirement payments are made by TIAA directly to the participant. Payments may start the first month after the completion of the month in which the participant reaches age 65. Payments may be deferred, but not later than age 71.

MARQUETTE UNIVERSITY

SHORT TERM DISABILITY PROGRAM ANNOUNCEMENT

Effective July 1, 1968

I. Eligibility for the new program is presently restricted to all full-time faculty as designated by the Vice President for Academic Affairs and professional administrators as designated by the Vice President of Business and Finance, who become eligible upon completion of one year full-time service, and remain eligible for the duration of their full-time service, until retirement age. No enrollment procedures are required in connection with this program.

II. The short term program assures the continuation of at least 75% of the regular contract salary (and special-contract summer salary including fringe benefits but excluding other special stipends) of eligible faculty and staff during periods of total disability aggregating not more than 120 departmental working days (or approximately six months) over a three-year period. Portions of the months of July and August are treated as departmental work-periods only with respect to professional staff, and with respect to faculty members holding summer contract assignments. Benefits are neither payable or chargeable, in other words, for periods in which the faculty member would receive no Marquette University contract compensation in the absence of disability. Assuming a single, continuous and total disability, the short term program effectively assures that short term and long term programs will connect, without interruption of benefits. The foregoing represent the minimum benefits to which every eligible faculty and staff member will be entitled.

III. In addition, full normal compensation (as distinguished from 75% thereof) will be paid, within the 120-day aggregate above described, for periods of disability not exceeding one day per month of full-time service. Those whose contract service has reached 10 years of 12-month service are therefore entitled to disability benefits equivalent to full contract compensation for the entire 120-day aggregate; whereas those with lesser periods of service will receive full benefit for a proportionately smaller aggregate period, after which the 75% benefit will accrue for the balance of the 120-day assured benefit period. However, veteran members of the faculty and staff, with service exceeding 120 months, will be entitled to the reduced benefit at the rate of one day per month after their full-benefit entitlement has expired, except that not more than 120 days of benefit may be claimed, in any case, within

the same year. In no case may short term benefits be claimed for periods of disability for which the disabled person qualifies, or would have qualified if enrolled, under the long term program, nor for periods subsequent to retirement.

IV. In both long term and short term programs, actual total disability arising solely from medical causes, other than pregnancy or complications arising therefrom, is the exclusive condition upon which claim may be based. Emotional and mental illness are included, if medically recognized as such, and to the extent that actual total disability results therefrom.

V. Benefits paid under these programs will generally qualify for income tax exclusion under applicable state and federal regulations, but tax savings which may accrue to the disabled person are not taken into account in calculation of benefit.

VI. The short term program includes a provision whereby under certain circumstances the University funded program will be reimbursed. The provision is intended to prevent double compensation for the same time loss from tort and workmen's compensation claims for University funded sources.

VII. This descriptive data is intended to inform eligible faculty and staff of the general operation and structure of the program. If more detailed advice is desired, please inquire of the Business Office.

Approved for issue by Roy O. Kallenberger
Vice President - Business and Finance

March 1975

OFFICE MEMORANDUM

MARQUETTE UNIVERSITY

To: Full-Time Faculty and Administrators Date: September 10, 1969

Subject: Faculty - Staff Long Term Disability Program

Marquette University on September 1, 1969 entered into an agreement with Union Mutual Life Insurance Company of Portland, Maine, to provide the faculty and administrators with a new high quality and more liberal program of long term disability benefits at a lower cost.

The cost of this insurance is divided equally between the participant and the University. Salary deductions will be made over a period of ten months. Protection is provided for 12 months. Deductions will be made from September through June of each academic year. Here is a comparison of the cost of the old and new program.

Salary Range	Total Monthly Cost*		University Cost		Employee Cost	
	Old	New	Old	New	Old	New
$ 8,000	5.76	4.24	2.88	2.12	2.88	2.12
10,000	7.20	5.30	3.60	2.65	3.60	2.65
12,000	8.64	6.36	4.32	3.18	4.32	3.18
14,000	10.08	7.42	5.04	3.71	5.04	3.71
16,000	11.52	8.48	5.76	4.24	5.76	4.24

* Deductions are for ten months.

The rates are guaranteed for three years. The new contract also includes a cost of living adjustment which will help protect the insured claimant against inflation.

A new certificate of insurance and a booklet describing the plan will be issued shortly.

All individuals covered under the previous disability program will automatically be covered under the new contract with Union Mutual.

Questions regarding the disability program can be directed to the Insurance Administrator at 1205 West Wisconsin Avenue, phone number 224-7096.

Sincerely,

Roy O. Kallenberger

Roy O. Kallenberger
Vice President - Business and Finance

MARQUETTE UNIVERSITY

ENROLLMENT INFORMATION
LONG TERM DISABILITY INSURANCE

Long Term Disability Insurance Provides Funds to reduce the loss of income which results from long term and total disability It will replace a part of the income which would have been earned had disability not occurred.

A Monthly Benefit is Paid during continuous total disability resulting from occupational or nonoccupational illness or injury. This monthly benefit, subject to proof of total disability as provided in the policy, accrues commencing with the first day after the completion of the waiting period of six months and continues during total disability for the maximum period provided but in no event beyond age 65 Premium payment is waived for an employee while receiving benefits under this plan.

Termination of Insurance for Any Reason Does Not Affect Payment for continuous and uninterrupted total disability which commences while insured.

The Proposed Schedule of Disability Income provides a monthly benefit which is less than gross salary. This reflects the fact that net take home pay has been reduced by income tax and other deductions, most of which do not apply to income from disability insurance.

SYNOPSIS OF PROGRAM

LONG TERM DISABILITY:

Monthly benefits are 65% of your adjusted monthly salary less any sums you or your dependents are eligible for under the Social Security Act and Workmens Compensation. An additional 10% will be paid to TIAA-CREF or to the Marquette University Retirement Plan for enrollment in or continuation of your annuity program. This totals 75% of your adjusted monthly salary. Your long term disability monthly benefits will be based on your regular annual salary (ten or twelve month contract) divided by twelve.

Waiting period - Six months.

Maximum Benefit Period - To age 65.

Maximum Monthly Benefit - $1,500.

Cost - is to be divided equally between the participant and Marquette University. Salary deductions will be made over a period of ten months (protection is provided for twelve months). Deductions will be made from September through June of each academic year. The following is the schedule of rates as of September 1, 1969. Rates are subject to change without notice.

Long Term Disability (Continued)

Salary Range	Total Monthly Cost*	University Cost	Your Cost
$ 8,000.	$ 4.24	$ 2.12	$ 2.12
10,000.	5.30	2.65	2.65
12,000.	6.36	3.18	3.18
14,000.	7.42	3.71	3.71
16,000.	8.48	4.24	4.24

*For a ten month period

Your policy certificate and booklet will be sent to you.

THIS ANNOUNCEMENT IS SUBJECT TO THE DETAILED TERMS OF THE LONG TERM DISABILITY MASTER POLICY ISSUED BY UNION MUTUAL LIFE INSURANCE COMPANY TO MARQUETTE UNIVERSITY.

You Are Eligible if a full-time professional staff member at Marquette University, providing you are at least thirty years of age or you have completed twelve months or one academic year of service and are less than 64 years and 6 months of age. You are a full-time professional employee if your principal occupation is with Marquette University and you qualify for either of the following or any combination thereof:

1. Faculty-- Full-time as classified by the Vice President for Academic Affairs.

2. Professional Administrator--as classified by the Vice President for Business and Finance and scheduled to work at least thirty-five hours per week.

IF YOU DO NOT ENROLL NOW AND DESIRE COVERAGE LATER, YOU WILL HAVE TO FURNISH MEDICAL EVIDENCE OF INSURABILITY. YOU ARE NOT COVERED UNLESS YOU PROPERLY ENROLL.

Questions concerning this program should be directed to the Insurance Administrator's Office.

Prepared by the
Insurance Administrator.

MARQUETTE UNIVERSITY

TRAVEL ACCIDENT INSURANCE POLICY

The Travel Accident Insurance Policy for all full-time employees of Marquette University ages 18 through 75, currently underwritten by the Continental Casualty Company, provides 24 hour coverage when traveling on University business and covers travel anywhere in the world.

The policy pays One Hundred Thousand Dollars ($100,000) for accidental death and/or dismemberment on a scheduled basis.

The premiums are paid by the University, and the policy will be continued as long as coverage is available at present premium rates.

Your beneficiary for this contract is the same one named on your group life insurance certificate. Your estate is named beneficiary if you have no group life insurance.

If this beneficiary arrangement does not meet your needs, please notify the Insurance Department at 1324 West Wisconsin Avenue, phone 224-7096, and name the beneficiary of your choice.

It will not be possible for the Insurance Department to give any estate planning advice regarding this insurance and how it may fit into your own insurance program.

TUITION BENEFIT PROGRAM

Marquette University personnel are granted tuition benefits as stated in the following paragraphs.

I. Faculty, Administrators, and their Spouses; Retired and Emeritus Status; and Staff

1. Faculty (both full-time and part-time) and full-time administrators and their wives or husbands may each take four credit hours per semester on a free tuition basis. The four free credit hours may be taken in either graduate or undergraduate courses, or any combination thereof up to a total of four credit hours per semester, and must be taken outside of the individual's work schedule.

2. Faculty and Administrators who have reached retirement age, retired or hold emeritus status from the University, are granted the same tuition benefits which they would have enjoyed as full-time faculty members or administrators provided they have been full-time employees of the University for at least six continuous years immediately prior to their retirement. An official leave of absence shall not interrupt continuity of the six year requirement but shall not establish credit toward the six year period. Persons who were part-time faculty or

administrators, clinical faculty, lecturers and visiting faculty immediately prior to retirement do not qualify for the retired status tuition benefits.

3. Full-time staff, who are not faculty or administrators, are extended the opportunity to enroll in up to six credit hours of course work each academic semester and during the summer session on a free tuition basis. The six free credit hours may be taken in either graduate or undergraduate courses. The courses or programs chosen must be taken outside their regular work schedule.

4. Continuing Education. In regard to Continuing Education courses where no credit hours are involved, there is an allowed dollar maximum equivalent to the Evening Division credit hour tuition rate times the number of credit hours the employee is eligible for under the tuition remission program. This maximum allowance for the Continuing Education Program will be reduced if an individual chooses to enroll in credit courses. Therefore, an individual may enroll in Continuing Education programs in addition to or as an alternative to taking credit courses. The free tuition allowance available for Continuing Education programs will equal the unused credit hours computed at the Evening Division per-credit-hour tuition rate.

5. In order to take advantage of the free tuition program, an administrative staff member or faculty member must present his Marquette University identification card at the scholarship station at registration.

6. IMPORTANT: Fees other than tuition connected with a credit or non-credit course, including all lab fees, must be paid by the individual.

7. REGISTRATION INFORMATION: Registration information may be obtained from the Admissions Office, the Graduate School Office or the Office of Continuing Education.

II. Dependent Children Program

1. Tuition shall be waived (exclusive of all fees and after reduction for any amounts available under all other tuition scholarship and grant programs including Wisconsin Tuition Grants which must be applied for before application for the waiver) for the eligible children (as defined below in II, 2) enrolled for on-campus study at Marquette University, of the following faculty and administrators employed by Marquette University.

a. Full-time active faculty members with the rank of Instructor, Assistant Professor, Associate Professor or Professor.

b. Full-time active administrators in administrative classifications I, II, III, and IV, except that administrators in Classification I must have completed five years of continuous active service in such classification to be eligible for this program. An official leave of absence shall not interrupt

continuity of the five-year requirement but shall not establish credit toward the five-year period.

c. Deceased, retired or disabled individuals who have been full-time employees of the University in an eligible rank or classification for at least six continuous years immediately prior to their death, retirement or disability. An official leave of absence shall not interrupt continuity of the six-year requirement but shall not establish credit toward the six-year period. Disability means such disability as is defined in Marquette University's long-term disability program.

d. Faculty and administrators on leave of absence shall not be deemed active faculty during periods of such leave but may retroactively credit periods of qualified full-time service to Marquette University, immediately following the termination of such leave, in discharge of tuition obligations incurred during such leave period on account of dependent children. Such retroactive crediting of service shall apply at the rate of one full appointment year, served after termination of leave, for each leave-year in which tuition obligations were incurred. An eligible faculty member or administrator seeking deferment of such tuition obligations during leave periods shall apply in advance for such deferment, and shall agree that, to the extent that tuition obligations incurred while on leave are not satisfied by such retroactive credit, they shall constitute a debt to the University.

e. A part-time faculty member who shall have taught at least one credit course in each of forty regular academic semesters at Marquette University, except as an occasional lecturer, will be entitled to one-half tuition remission (exclusive of all fees and after reduction for any amounts available under all other tuition scholarship and grant programs, including Wisconsin Tuition Grants which must be applied for before application for the waiver) with respect to his eligible child or children (as defined in II, 2, below) whose tuition obligations are incurred subsequent to the parent's completion of such forty semesters of service, and while such parent continues to render such qualified part-time teaching services. Clinical and laboratory instruction will constitute qualified part-time teaching if it involves not less than three half-days per week of such instruction.

2. To be eligible for the tuition benefit program under this Section II, students must be enrolled, normally immediately upon graduation, in one of the University's undergraduate, graduate or professional schools,

in a degree-credit program, and, except as below provided, (II, 2, b) on a full-time basis as determined by the regulations of the school in which the student is registered. Students eligible for the Tuition Benefit Program, who have been advised by appropriate academic counselors to attend Marquette University on a part-time basis or to interrupt their education for up to two semesters, will be entitled to the tuition discount. Interruptions for one or two semesters require approval of the Academic Vice-President before the interruption occurs.

a. Each student is required to meet the usual academic and other requirements for admission to and retention by the University and his college or school.

b. Eligible student, as used in this program, is restricted to mean children, either natural or legally adopted, excluding stepchildren and foster-children not legally adopted, of eligible faculty and administrators, provided such natural or legally adopted child is substantially dependent in fact upon the eligible parent or his or her spouse for the expenses of the child's college education. The student's eligibility for tuition remission terminates at age 21, unless the student, when he reaches that age, is enrolled in a course of full-time study leading to a degree at Marquette or at another accredited college or university, in which case his eligibility continues only so long as such enrollment is continuously maintained. A student graduated or transferring from an undergraduate school or college who goes directly on to a full-time degree program in the Graduate School, the Law School or the School of Dentistry in the first available semester next following his graduation or transfer shall qualify as a continuous enrollee. A student who goes directly into the active, full-time military service on a non-career basis from a high school, an undergraduate, graduate, or professional school or college will be considered a continuous enrollee if he resumes full-time study the first available semester following his discharge from active, full-time military service. If the student reaches age 21 while in process of such graduation or transfer, or while on such active, full-time military service, and if full-time degree study was temporarily interrupted by either such circumstance, he shall be qualified to the same extent as if he had been enrolled at age 21.

3. In addition, the full benefits of this program are available for on-campus study in any curriculum in summer sessions at Marquette University for any number of credit hours to students eligible under paragraph 2 above, provided the summer courses are degree-credit courses.

4. The Office of Student Financial Aids shall have responsibility for the operation of this program. This office may establish any procedures necessary to make this program operative. Students eligible under the Tuition Benefit Program must apply for any available tuition grant awards as determined by the Director of Student Financial Aids. The amount of

tuition to be waived by the University will be calculated by the student Financial Aids Office by deducting tuition grant awards for which the faculty member or administrator would qualify on timely application from the tuition remission otherwise applicable. The difference thus calculated will be the tuition waived by Marquette University.

5. The University reserves the sole and exclusive right: (a) to resolve any questions of interpretation or construction that may arise under this program; (b) to waive, in its complete discretion, any provision of this program in the event that the enforcement thereof would create an undue hardship on the part of any participant; and (c) to terminate, modify, or change this program from year to year, after general administrative notice distributed prior to March 1 of changes to be effective the following September.

Approved for issue by Roy O. Kallenberger, Vice President - Business and Finance

OFFICE MEMORANDUM

MARQUETTE UNIVERSITY

To: All Full-time Faculty and Administrators Date: November 13, 1974

Subject: FACHEX

Father Raynor has approved our participation in FACHEX (Faculty Children Exchange Program) effective in reference to the first semester of the 1975-76 academic year.

This program, inaugurated in 1971, permits children of Jesuit university faculty under certain conditions to receive tuition remission at another participating Jesuit college. Children who are eligible for tuition remission at their own school are eligible to apply for any or all of the four normal undergraduate years.

At present, the participating schools are:

Boston College	John Carroll	St. Joseph's	Spring Hill
Canisius	Loyola (Baltimore)	Santa Clara	Detroit
Gonzaga	Loyola Marymount	Scranton	Wheeling
Holy Cross	Loyola (New Orleans)	Seattle	Creighton

Not every program in every school is available by way of FACHEX, and no school is obligated to accept more than three students over the number it sends out. The receiving school makes the decision concerning the students it finally accepts. Thus we cannot guarantee to the children of any given Marquette faculty person or administrator that they will get into the program they want in the school of their choice or even into that school or any school beyond Marquette.

PROCEDURES:

1. The interested faculty person or administrator should request Marquette's FACHEX representative (Mrs. Katharine Spicer, Administrative Assistant to the Vice President for Academic Affairs) to certify to the national coordinator of FACHEX that the pertinent son or daughter is eligible and should indicate the school to which the student wishes to apply. The certification of eligibility and intent to apply are then forwarded by the national coordinator to the appropriate officer at the institution in question.

2. The student must file an application for admission with the school he wishes to attend, and he must be accepted by that school. Eligibility in the program does not qualify a student for admission.

Roy O. Kallenberger
Roy O. Kallenberger
Vice President for Business & Finance

Edw D Simmons
Edward D. Simmons
Vice President for Academic Affairs

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MARQUETTE UNIVERSITY

SABBATICAL LEAVE PROGRAM

Effective in the 1976-77 year, tenured regular faculty of the University will normally qualify for sabbatical leave in each seventh year of uninterrupted full-time service, unless the faculty member is not eligible, by reason of retirement or other circumstance, to continue full-time, tenured faculty service through the sabbatical year and the academic year following.

Appointment to substantially full-time administrative duties will ordinarily interrupt continuity of regular faculty service for these purposes; but department chairmanships are not so classified, and other substantial part-time administrative assignments may or may not be so classified.

The Sabbatical Class is ordinarily determined from the effective date of the faculty member's first appointment to the regular faculty of the University; but, when special circumstances of the faculty member or his department make it desirable to accelerate or postpone the eligibility, the Vice President for Academic Affairs may do so, in his discretion. If authorized leave accumulates to more than three semesters over the first six academic years of appointment, or over the six years following a sabbatical year, eligibility is deferred for one or more years.

Eligible faculty may elect to waive sabbatical, or may elect sabbatical leave in either or both semesters of their respective sabbatical years. If sabbatical leave is sought, a sabbatical plan, describing a significant program of scholarly self-development over the entire sabbatical term, and calculated to enhance the teaching or other scholarly capabilities of the faculty member, must be submitted to and approved by the Sabbatical Review Committee of the faculty. Submission must be early in the academic year preceding the year in which leave is sought.

Contract salary for the year in which sabbatical leave is taken will be either 50% (if a full year of leave is taken) or 85% (if a single semester of leave is taken) of the University's share of normal base salary for the ten-month academic year. Fringe benefits are unaffected, except that retirement plan contributions are computed upon sabbatical salary. The faculty member is encouraged to augment sabbatical income by stipends for special scholarly work, consistent with his sabbatical plan, and such added income does not affect his sabbatical contract salary unless it produces an aggregate income in excess of the normal base salary. In that event, the excess is to be credited against the University's share of sabbatical salary.

The foregoing is merely a descriptive abstract of the principal features of the sabbatical plan. As such, it does not indicate a number

of terms, special conditions, and other important specifications of the official statement of the program; and should not be relied upon except as a general descriptive abstract. Interested faculty members are urged to examine the official statement, and to consult with appropriate administrators, in ascertaining their specific sabbatical opportunities and entitlements.

RIGHTS AND RESPONSIBILITIES

Academic Freedom

Academic freedom is prized as essential to Marquette University and to its living growth as a university. Professorial academic freedom is that proper to the scholar-teacher, whose profession is to increase knowledge in himself and in others. As proper to the scholar-teacher, academic freedom is grounded on competence and integrity.

When scholar-teachers carry on their academic lives in educational institutions, integrity requires both respect for the objectives of the institution in which they choose to carry on their academic lives and attention to the task of re-evaluating these objectives as a necessary condition of living growth in human institutions.

The University, because it prizes academic freedom, proposes the following safeguards* to that freedom:

(a) The teacher is entitled to full freedom in research and in the publication of results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject. This freedom must be integrated with the right of the students not to be victimized and the rights of the institution to have its accepted aims respected.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the civil community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

* Adapted from the Statement of Principles of Academic Freedom officially endorsed in 1941 by the American Association of Colleges and the American Association of University Professors.

December 1, 1970

Faculty Appeals Procedure

Sensitive to the needs of its faculty and in the interests of justice in all that it does, the University invites any faculty person who has what he or she considers to be a significant and reasonable grievance to make use of the appeals procedures available at Marquette University.

Faculty who have a grievance in any matter are free to make their objection to the pertinent Chairman, and, if not satisfied at this level, to appeal to the Dean. If necessary, appeals beyond the Dean may be made to the Dean's various administrative superiors.

In addition, it is understood that faculty may elect to appeal an administrative decision to the Committee on Faculty, although normally this would not occur until after the grievance had been brought through the administration, at least to the level of the Academic Vice President. To respond to faculty grievances the Committee on Faculty has as one of its standing subcommittees the Faculty Appeals Subcommittee. The Committee on Faculty is advisory to the Academic Vice President and will, therefore, make its recommendations on a grievance matter to the Academic Vice President. The Executive Vice President and the President will be sent copies of such recommendations. The Vice President for Academic Affairs will insist upon appropriate cooperation from pertinent University administrators in connection with any given appeal.

The Faculty Appeals Subcommittee of the Committee on Faculty is not to be confused with the Faculty Hearing Committee, which is a University committee whose sole responsibility is to hear appeals against the termination for cause of the appointment of a tenured member of the faculty. The Faculty Appeals Subcommittee will not hear such appeals.

Faculty Responsibilities

It is expected that classes will be held at the time and place specified, for the full time assigned. The absence from class of an instructor should be a rare occurrence. If an absence can be anticipated, arrangements should be made for a substitute. In emergencies, the Chairman of the Department should be notified. All instructors are expected to begin and end their classes promptly and according to the scheduled times.

Faculty members are expected to spend a suitable number of hours per week on campus. During certain specified hours each week every faculty member should be in his office, where he can be available to students and members of the administration. Both his office and his teaching hours should be posted and recorded with the Department and with the Dean.

Faculty members are expected to attend Convocations, Baccalaureate Exercises, and Commencement Exercises. The latter two are to be attended in academic costume.

Non-University Employment

Given the practically limitless potential for perfecting one's work as a faculty member, it is understood that faculty "workload" is not usually considered in terms of a fixed number of hours. Mastery of a discipline, and the teaching and research which are both the road to mastery and the manifestations of it, demand all the resources which faculty can bring to them.

Aware that many of the professional activities of its faculty represent significant contributions outside the University, and appreciative of its own institutional need for its faculty to achieve reputations which reflect credit on it, the University encourages all external activity which is consistent with the faculty's fullest professional development as teachers and scholars. At the same time, recognizing the potential for such activity to interfere with rather than enhance one's professional activity, the University trusts that the professional integrity of the faculty will ensure that no occasion will arise for action upon charges of neglect of duty.

In general, the University understands that one day per week, averaged on a reasonable basis, is the maximum time that can be accommodated for faculty falling under full-time University contract. It is expected that the faculty member's chairman and Dean will be consulted in advance of any extended commitment.

Political Activity

In the interest of communication, full-time and part-time members of the faculty who wish to engage in direct political activity (e.g., running for political office, managing a compaign, directing group action in behalf of a political candidate or issue) are expected to inform the Vice President for Academic Affairs before engaging in this work.

Research Involving Human Subjects

In order to fulfill the legal obligations of Marquette University and to protect the rights of the human subjects of research, every faculty member is obligated to have all research projects approved by the proper University agency. This applies to both funded and non-funded research, whether the research involves human subjects or not. The procedures governing research are available in the respective offices.

Marquette University has adopted the ethical principles concerning experimentation on human beings that are set forth in the Declaration of Helsinki by the World Medical Association. It also supports the safe-guards of human subjects which are recommended by the Public Health Service of the U. S. Department of Health, Education and Welfare.

March 1975

The rights and welfare of human subjects participating in research projects must, therefore, be considered and protected. Special attention should be given to those aspects of experimentation or investigation which could pose a potential physical, psychological, moral, social, or environmental hazard to the subjects. Potential benefits to be derived are to be weighed against any potential risks, and informed written consent must be obtained from each subject or his legal guardian whenever the research may subject him to any potential risks. The privacy of the subjects of research is to be respected strictly through maintaining the appropriate degree of confidentiality of the data collected in the research and through propriety in the use of such findings.

Research projects involving human subjects require review by the Central Committee on Investigations Involving Human Subjects, which is assisted by several subcommittees for the respective areas of research. The Central Committee establishes institutional policies to protect the rights of human subjects and exercises general surveillance over its subcommittees; it also conducts any project reviews of its own that may be required. The subcommittees make the initial review of projected research proposals in their specified fields. Each proposal is approved, not approved, or reserved for further investigation. Each subcommittee also conducts periodic unscheduled reviews of the records and the conduct of research projects in progress.

Changes which may affect the status of a research project with regard to the review criteria must be reported to the appropriate subcommittee, and a progress report on each project will be filed annually.

GENERAL UNIVERSITY FACILITIES AND SERVICES

Library Facilities

The ever-growing libraries of Marquette University total approximately half a million volumes of books and bound journals, catalogued, classified, and prepared for use, over 9,000 current periodicals, newspapers, and other serials, many microtexts, and archival materials. The modern central division - Memorial Library - open over 100 hours a week, serves faculty and students of all undergraduate colleges and the graduate divisions of the entire university. Supplementing the central library and also open to all faculty and students, for specialized needs, are four professional libraries: Medical-Dental, Law, Engineering, and Nursing. Jesuit members of the faculty have a special collection in their residence hall. In 1971 an addition to the Memorial Library will be completed. This addition will more than double the library's capacity.

The Center for Research Libraries in Chicago, jointly operated by Marquette and other American and Canadian Universities, comprises over two million volumes of abstruse and research materials for which a catalogue is kept in the Memorial Library. The U. S. Government documents depository is located in the Milwaukee Public Library.

The entire network of Marquette libraries is staffed by graduate professional librarians, of whom many are subject specialists and accomplished linguists who assist faculty and instruct students in their bibliographical studies and research.

Books and some other library materials circulate to faculty members for a semester, if needed for that period. They are subject to recall if required by others and must be returned or rechecked at the end of each semester.

According to the accepted code of scholarly libraries, Inter-Library loan privileges may be requested for certain research materials.

A limited number of closed carrels for senior professors engaged in research are available on a semester occupancy basis.

Requests for added library materials (after checking the card catalogue and reviewing the complete bibliographic data) are presented to department heads, who forward the approved requests to the Acquisitions Department of the Library.

Extensive and special resources exist within a radius of 100 miles of Milwaukee. Of special interest to scholars are the libraries of the University of Chicago, the Newberry Library for the Humanities, the John Crecar Library for the Sciences, and The Center for Research Libraries in Chicago. In Madison the libraries of the University of Wisconsin and the State Historical Society of Wisconsin and, in Milwaukee, the University of Wisconsin-Milwaukee extend courtesies to faculty researchers and doctoral candidates.

Through many generous benefactors, the University holds possession of many unusual works of art. Memorial Library, serving as the central repository, houses the most choice works of the University art collection.

Office of Research Support

The Office of Research Support functions as a single campus office to strengthen Marquette's thrust in obtaining program support and in centralizing the routines of research administration. The long-run objectives look to minimizing faculty involvement in such routines in order to release faculty time for creative research and related program activity.

Faculty interested in preparing proposals for extra-mural support are invited to begin consultations with the ORS as a first step, both for program information and for the mechanics of application.

The Office of Research Support:

Maintains a research and program information library on federal agencies and foundations and which includes guidelines, application forms, and award listings. Also available are institutional research data for proposal development.

Distributes program information and summaries of research and extra-mural program activities through the ORS Bulletins.

Searches out extra-mural program opportunities which are compatible with Marquette University operating policies and academic missions.

Searches for alternative opportunities when a proposal has been rejected.

Provides supportive assistance in coordinating application mechanics, and in administrative and sponsoring agency liaison.

Maintains liaison with faculty and committees which have appropriate involvements at any stage of a proposal.

Monitors all grant or contract expenditure requests as to validity and provides cautionary advisements as to degree of encumbrance.

Reviews all applications against specific program guidelines and the special circumstances of the sponsoring agency and the operating policies of Marquette University.

Location: The Office of Research Support is located on the first floor of Bellarmine Hall.

Bookstore

The bookstore is located in the Varsity Theater building on Wisconsin Avenue. It is a self-service store; textbooks are arranged by departments in the basement, and a variety of trade books, records, and other material is available on the street floor. Faculty members may purchase books and supplies at a discount. They may use the services of the bookstore for special orders of books.

A United States postal substation is located in the bookstore, street floor level.

Copy Duplicating Center

The center offers fast, efficient, and economical duplicating services to the entire University; it makes use of new, automatic photo plate-making and offset printing equipment.

To produce more than ten copies of a letter, memo, or any other printed materials from an original document, this process is more economical than almost any other. No stencils are required because the photo plates are made directly from the originals. Consequently, the new equipment is an ideal substitute for ditto, mimeograph, and other duplicating processes.

Speed and quality are the hallmarks of this service. Copies will be as clear and sharp as the original -- without background tones or smudges. For further information on costs and procedures for using the service, call the General Services Department.

Computer Services Division

The Computer Services Division is a service organization responsible for providing technical and operational support to all computing interests on campus. Support to students and faculty members includes problem and programming consultation, training, data preparation, program processing, evaluation and technical facilities. Users from the academic community are encouraged to develop the programming, data preparation and program processing skills which will allow them to use the computing facilities unassisted. But support resources are available.

Current facility equipment includes a Xerox Sigma 9 Computer System, with 128K word capacity. The configuration has two 9 track, 800 bpi. tape drives, eight 7270 disk drives with approximately 400 million bites of storage, two high speed RAD's with a transfer rate of three million bites per second, a 1,500 line per minute printer, card reader and punch and console teletype.

In addition to batch facilities, the communications gear currently provides 64 ports, 16 of which are dial-up lines. The system is designed to support more than 50 hard copy or graphics terminals, located throughout campus.

In addition to supporting the instructional and research computing needs of the academic community, the Computer Services Division supports the information processing needs of the University administration and continuing research related to effective use of computers in education.

Marquette University Theatre

On many weekends during the year, a variety of dramatic presentations is offered in this intimate theatre. Theatre and box-office are located in the new Evan P. and Marion Helfaer Theatre (13th and Clybourn).

Housing

As a special service to Marquette University faculty and administrators, the Personnel Department offers a "Housing Clearance" service. Faculty members on leave for the summer, a semester, or a year, or leaving Milwaukee permanently, or moving to a different Milwaukee location and having housing accommodations for rent or sale, may submit details to the Personnel Department on the form which will be supplied. Check with the Personnel Department for further details of procedure.

Faculty members coming to Marquette for the summer, a semester, or a year, or on a permanent basis, or those wanting to change the accommodations currently had, or even those wanting to buy a house, may come to the Personnel Department and look through the files of listings that have been submitted by other Marquette employees. All contacting, negotiating, etc., are to be handled strictly by the faculty member. Because of the time involved, as well as the factors of personal references, budget limitations, and so on, it is necessary that the faculty member come in person to review the listings at the Personnel Department.

Other Personnel Department Services:

1. Free Notary Public Service
2. Personal Typing Service (The department has a listing of women who will do the typing in their homes.)

Parking Facilities

Full-time faculty and staff are furnished parking on a shared-cost basis. For further information contact Security Department, Service Building (located west of Modern Language Building), phone: 224-6800.

Dental Clinic

The services of the Clinic of the School of Dentistry are available at nominal charges to faculty members. The Clinic is located on the second floor of the School of Dentistry, at 604 North 16th Street. Information and requests for appointments may be obtained and made at the Clinic Registration Desk.

Blood Bank

A Blood Bank is maintained by the University, and blood from this bank is available to Marquette University students, faculty, and administration, and members of their immediate families. During the second semester, faculty members have an opportunity to donate blood to this bank. For further information contact the Office of Student Affairs.

Publicity and Publications

The Public Relations Department has, as part of its responsibilities, the preparation and dissemination of Marquette news and feature material for use by newspapers, radio and television stations, and trade and commercial publications. The department maintains a close working relationship with reporters and editors, particularly those in the Milwaukee area.

Publications: a newsletter called "News and Views" is written and edited by the Public Relations Department for faculty and staff of Marquette. In addition, faculty and staff receive MARQUETTE TODAY, a quarterly tabloid sent to parents, alumni, and friends of the University.

Bulletins: Undergraduate academic regulations, degree requirements, and course descriptions for the various divisions of Marquette University are described in the COMBINED UNDERGRADUATE BULLETIN. Individual bulletins are published for the Law, Dental and Graduate schools. In addition, Summer Sessions Bulletins and Evening Division Bulletins are produced each year.

The Pere Marquette Society

The Pere Marquette Society is an organization for faculty and administrative personnel designed to provide members with special opportunities for Christian formation and the mutual sharing of Christian values. To further this end the Society provides various programs, such as seminars in theology and current religious issues, lectures, discussions, retreats, days of recollection, opportunities to participate in the liturgy. The emphasis of the Society is on Christian formation. However, its membership is open to anyone who feels that he can profit by its programs, though he may not be of the Christian faith. For further information contact the Pere Marquette Society offices, Varsity Building, second floor.

Campus Ministry

The Campus Ministry, inaugurated in 1970, is dedicated to the formation of a vital Christian community embracing students, faculty, administrators, and staff on the Marquette campus. The orientation of the Campus Ministry is fourfold: (1) to promote the conditions in which varied beliefs and competing world views can be presented honestly and serve as a means to the growth of all; (2) to provide machinery for developing ways of serving the University and the civic community; (3) to provide meaningful worship in various settings on the University campus; and (4) to explore the implications of contemporary theological and sociological thought.

The Director of the Campus Ministry reports directly to the President of the University. The staff includes five priests, one religious sister, and one laywoman. The board of consultants to the staff is made up of faculty, student personnel staff, Protestant clergymen, and specialists in the areas of knowledge pertinent to the work of the Campus Ministry.

Gesu Church

Gesu Church, a parish church situated on the Marquette University campus, is staffed by Jesuit pastors. The faculty and students are invited to use the facilities of the parish.

Weekday Masses: 6:15, 7:00, 7:45, 8:30, 9:15, 11:15, 12 noon, 4:30 p.m., 5:30 p.m.
Weekday Confessions: 11:45 a.m. and 4:30 p.m.

Joan of Arc Chapel

The Joan of Arc Chapel is located between 14th and 15th streets south of the Library. A descriptive booklet giving its history is available in the chapel itself.

The chapel is open weekdays from 10:15 a.m. to 4:45 p.m. and on Saturdays and Sundays from 10:30 a.m. to 7:00 p.m. for visits. A guide is on duty during these times. Arrangements for guided tours for groups can be made through the Public Relations Office (224-7448).

Regular masses are scheduled weekdays at noon and 4:30 p.m. and Sundays at 10 a.m. Masses may be scheduled at other times through the chaplain.

Athletics

Intercollegiate athletics at Marquette University are under control of the University Athletic Board. The Board, appointed by the President

of the University, includes a chairman who is a member of the University faculty, five full-time members of the faculty or administration, at least three of whom must be faculty, three alumni, and two full-time students. The terms of the faculty, administration, and alumni board members are for three years, except for the chairman, who serves at the pleasure of the President. Student appointments are for one year, but students serve for two years whenever possible. The secretary of the Board is appointed from among the members by the Chairman of the Board.

The Director of Athletics is the Chief Executive Officer of the Department of Athletics and is responsible to the Vice President for Student Affairs for carrying out approved policies in the operation of the Athletic Department. Marquette University has been a member of the National Collegiate Athletic Association since 1925.

Reduced rates for full-time faculty, administration and staff are available for home basketball games, with a limit of two for each person. Application forms are sent to all eligible persons through the University mail each year in late September or early October.

Speakers' Directory

The Public Relations Department prepares a directory listing those University faculty and administrators who, as experts in their fields, are prepared to give lectures on selected topics. Those faculty and administrators who wish to be included in the directory should contact the Public Relations Department. The directory is distributed to over 400 Milwaukee area civic, social and community groups as well as to student organizations.

Annual Events

A number of events of interest to faculty are held annually. These include the Orientation Luncheon for new faculty and administrators and the President's Reception in the fall and the Pere Marquette Dinner in the spring. Faculty awards for teaching excellence are normally made at the spring dinner.

Identification Cards

Each year faculty members are supplied with cards identifying them as members of Marquette University. These cards are for use on campus (bookstore, library, Brooks Memorial Union, etc.) and wherever else such identification may be needful or helpful.

Marquette University Women's Club

Faculty wives and Marquette staff plan a varied program of social and cultural events for its members each year.

Brooks Memorial Union

The Brooks Memorial Union is located in the heart of the Marquette campus on the 14th Street Mall. Management of the "Union" is under the auspices of the Director of Student Activities and his staff.

Located in the "Union" are various Student Organization Offices as well as the headquarters of the Associated Students of Marquette University (ASMU). Also located in the "Union" are the various offices contained within the Office of Student Affairs.

The purpose of the "Union" is to provide members of the Marquette Community with a place where they may relax, eat breakfast, lunch, and dinner, and hold meetings and conferences. To facilitate major events, the Union contains a large ballroom, which is the place on campus for various concerts, plays, shows, lectures, and conferences. In addition to various meeting rooms and lounges which are available for use by members of the Marquette Community, the Union also makes available a large Game Room which contains pool tables, table tennis, and various pinball machines. The "Mug Rack," the campus beer bar, is located in the Union.

A. Hours and Services

The Union is open Monday through Friday from 7:00 a.m. to 10:00 p.m. with the exception of the "Mug Rack," which is open from 11:00 a.m. to 12 midnight. On weekends, the Union is open from 9:00 a.m. to 10:00 p.m. with the "Mug Rack" opening at 2:00 p.m. and closing at 12 midnight.

The cafeteria is open Monday through Friday from 9:30 a.m. to 1:30 p.m. In addition to serving lunch, it makes available coffee, milk, salads, and desserts throughout the day.

The Grill is open Monday through Friday from 7:00 a.m. to 9:00 p.m. and offers the full line of breakfast service, limited lunch and dinner service. On weekends the Grill provides limited food service from 2:00 p.m. to 6:00 p.m.

The Pere Marquette Dining Room has both buffet and lunch service and snacks for faculty, staff, and their guests. Hours are 11:00 a.m. to 1:30 p.m.

B. Catered Food Service

Catered food and beverage service is available for parties of all sizes.

C. Meetings

Arrangements for meeting room space or for specific room rental can be made at the Union Office (main floor, south), where details can be procured on the number and size of rooms and services that are available. Arrangements to use classrooms for special meetings must be made with the University Assigner of Instructional Space.

Faculty groups may use Union rooms by making reservations in the Union Office.

STUDENT PERSONNEL SERVICES

University Counseling Center

This Center maintains a staff of professionally qualified personnel to provide individual and group assistance to students with educational, vocational, or personal adjustment problems, as well as assistance in the development of skills.

To use the facilities of the Center, a student may walk in and be seen by a counselor, often that same day, or he may make an appointment by telephone or in person at the information desk of the Center. No fees are charged for full-time University students; fees are adjusted for part-time students.

Information and application blanks for national and institutional testing programs may be procured at the Counseling Center.

University Health Services

The Health Services are set up to provide for the minor illnesses of students but are not equipped to care for serious or prolonged disorders. Students requiring such attention will be referred by the Health Services to a qualified local physician at the student's expense.

The facilities are available from registration day in the fall until Commencement in May, with limited services offered during the summer months. The services are available for all full-time undergraduate students. Graduate students and special students who wish to take advantage of the services must pay a special fee each semester. These services are not available for one's spouse or immediate family.

Center for Reading Services

This Center offers regular developmental reading programs to students. These non-credit programs are designed to aid students in achieving college level reading efficiency by reconstructing reading patterns and developing the new reading competencies needed in college studies. Courses are offered each semester, meeting twice weekly for one hour during a period of ten weeks. Many sections are offered throughout the day.

Additional Reading Center Services include individual conferences with students desiring to improve the use of reading skills in subject-matter areas; conferences with students about ways to improve their reading-studying efficiency; small group and individual diagnostic and assessment services; and special programs for students who need corrective or remedial work in reading. Further information is available from the Center.

Speech Clinic

Any student or faculty member needing a hearing test or aid in correcting a speech problem should make an appointment by calling the Speech and Hearing Center, Monitor Hall, in the Speech School, 619 North 16th Street; phone: 224-7349. No charge is made for this service.

Selective Service, Immigration, and Veterans' Affairs

Information and assistance in matters relating to these areas can be obtained from the Office of the Registrar, which provides the liaison between the University and the respective government agency. Students requesting selective service deferments or applying for veterans' benefits should complete the necessary forms during registration. Selective Service Counseling is available on a continuing basis.

Foreign Student Advisor

Foreign students may receive advice and orientation aid from the advisor, who also arranges hospitality for the students, aids in planning social and cultural activities, and has information on employment and housing.

Loan Funds, Grants, and Scholarships

Student loans and scholarships are administered through the Financial Aids Office to qualified students who might, without financial assistance, be unable to continue their studies at the University. For detailed information pertaining to requirements and conditions, the student should inquire at the Financial Aids Office.

There is also an employment section in this office which assists students needing part-time employment by referral to campus offices or local businesses and industries which have part-time job vacancies which coincide with the students' skills and free time.

University Placement Center and Office of Advanced Study

The Placement Center provides full-time career oriented employment opportunities for all undergraduate and graduate candidates and alumni of the Colleges of Business Administration, Education, Engineering, and Liberal Arts (other colleges and schools maintain their own placement services). Services available are on-campus interviews with company recruiters, employment literature library, job listings, placement counseling, and periodic job bulletin to interested alumni.

The purpose of the Office of Advanced Study is to help undergraduates make effective application for grants and scholarships which will enable them to do advanced study in the fields of their interest. This office will assist students in the selection of graduate and professional schools and will advise them of the procedures for applying for the various grants

and scholarships which are available. The office maintains a collection of current catalogues from more than 300 graduate and professional schools as well as other reference material.

These offices are located in Marquette Hall.

Student Handbook

For further information consult the STUDENT HANDBOOK which is published each year by the Office of Student Affairs.

Norms for Admitting Undergraduate Students for the 1975-76 Academic Year

Each student must meet all of the quantitative norms listed below and have the recommendation of the high school.

The Colleges of Liberal Arts, Business Administration, Journalism, and Speech:

SAT SCORES		OR	ACT SCORES	
Verbal	400		English	19
Math	400		Mathematics	19
			Social Studies	19
			Natural Sciences	19

HIGH SCHOOL RANK -- upper half

The College of Engineering:

SAT SCORES		OR	ACT SCORES	
Verbal	400		English	19
Math	525		Mathematics	19
			Social Sciences	19
			Natural Sciences	19

HIGH SCHOOL RANK -- upper half

The College of Nursing:

SAT SCORES		OR	ACT SCORES	
Verbal	425		English	19
Math	450		Mathematics	20
			Social Sciences	19
			Natural Sciences	19

HIGH SCHOOL RANK -- upper half

The Programs in Dental Hygiene, Medical Technology and Physical Therapy review applicants individually.

March 1975

MILWAUKEE CULTURAL OPPORTUNITIES

The cultural resurgence that is one of the phenomena of our time has been evident in Milwaukee, and there are distinct cultural advantages resulting from Marquette's location in a large metropolitan center.

Only three blocks from Marquette is the Milwaukee Public Museum, housed in a new five million dollar building, a part of the developing Milwaukee Civic Center. Largely devoted to natural history, it is outstanding in its exhibits relating to the American Indian.

Easily accessible at the lakefront is the Milwaukee Art Center in a dramatic building planned by Saarinen. Attendance is well over a quarter of a million persons a year. It has a full program of exhibitions, lectures, films and conducted tours with special programs every Thursday evening open free to the public. However, a family membership for a very modest sum gives added advantages. An auxiliary group called Friends of Art sponsors a special series of events and luncheons and runs a rental gallery within the Milwaukee Art Center. Their annual Lakefront Festival draws almost eighty thousand viewers.

Layton School of Art has changing exhibitions; and the Allis Art Library, administered by the Milwaukee Public Library, preserves in an old town house the art collection, especially of the Barbizon School, of one of Milwaukee's older families. Its facilities are available for small meetings and gatherings.

Numerous exhibitions at commercial and cooperative galleries are listed especially in the weekend editions of the Milwaukee papers.

The development of the Milwaukee Symphony has been notable in the last decade, and it now has an annual forty-two week season with a budget of over a million dollars.

For over seventy years the Chicago Symphony has travelled to Milwaukee for monthly concerts.

Each summer Melody Top Theater presents light musicals; Milwaukee County sponsors "Music Under the Stars," a popular series at popular prices. Hundreds of other musical events are listed in an annual calendar published by the Civic Music Association of Milwaukee.

Broadway shows, musicals and ballets regularly come to the Pabst Theater, a Victorian structure recently refurnished, and to other local theaters.

The Milwaukee Repertory Theater has a season that presents about eight classic and experimental dramas, and the Skylight Theater specializes in opera at unusually reasonable prices.

In recent years little theaters, where prices are also often attractive, have proliferated. Some of these are in Milwaukee, while others fan out into the nearby suburbs.

Several show houses - particularly the Downer, the Times Fine Arts, and the Esquire - concentrate on foreign and art films.

The most recent cause for confidence in the expansion of cultural opportunities in Milwaukee is that nearly ten million dollars were raised by public subscription for the erection of a new Performing Arts Center, located along the banks of the Milwaukee River. It opened in 1969 and houses the Milwaukee Symphony, Milwaukee Repertory Theater, Florentine Opera Company, the Chicago Symphony, and the Skylight Theater. It is only a dozen blocks from the Marquette campus.